



Michael ANDERSON

PROCUREMENT SPECIALIST

Experienced Housing Procurement Manager with a strong focus on multifamily housing projects and community development. Over 9 years of experience in procurement operations, specializing in vendor negotiations and contract management. Proven ability to develop and implement procurement strategies that support project goals and enhance stakeholder engagement. Strong analytical skills and attention to detail have facilitated the successful execution of procurement initiatives.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- vendor negotiations
- contract management
- multifamily housing
- budget management
- stakeholder engagement
- procurement documentation

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN URBAN
PLANNING, UNIVERSITY OF
CALIFORNIA, 2012**

ACHIEVEMENTS

- Successfully managed procurement for a \$10 million multifamily housing project.
- Recognized for outstanding vendor relationships that improved project timelines.
- Achieved a 20% increase in supplier diversity through targeted outreach efforts.

WORK EXPERIENCE

PROCUREMENT SPECIALIST

Community Housing Partners

2020 - 2025

- Managed procurement for multifamily housing developments, ensuring compliance with funding requirements.
- Negotiated contracts with suppliers, achieving cost savings of up to 15% on materials.
- Coordinated with project managers to align procurement activities with construction schedules.
- Conducted supplier evaluations to ensure quality and reliability of services.
- Developed and maintained procurement documentation for transparency and accountability.
- Participated in community outreach initiatives to enhance supplier diversity.

ASSISTANT PROCUREMENT MANAGER

Urban Development Corporation

2015 - 2020

- Supported procurement operations for urban redevelopment projects, ensuring timely delivery of services.
- Assisted in the development of procurement policies and procedures.
- Conducted market research to identify potential suppliers and resources.
- Maintained procurement records and generated reports for management review.
- Facilitated communication between suppliers and project teams to resolve issues.
- Trained staff on procurement software and compliance requirements.