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SKILLS

- ethical sourcing
- community engagement
- procurement management
- budget management
- compliance
- stakeholder relationships

EDUCATION

**BACHELOR OF SOCIAL WORK,
UNIVERSITY OF SOUTHERN CALIFORNIA,
2015**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Successfully coordinated procurement for over 50 community housing projects.
- Recognized for promoting ethical sourcing practices within the organization.
- Achieved a 15% increase in supplier diversity through community partnerships.

Michael Anderson

PROCUREMENT COORDINATOR

Dedicated Housing Procurement Manager with a comprehensive background in non-profit housing organizations and community development initiatives. Over 7 years of experience in procurement management, emphasizing ethical sourcing and community engagement. Proven ability to develop procurement strategies that align with organizational missions and enhance service delivery. Exceptional interpersonal skills have facilitated the establishment of strong relationships with stakeholders and suppliers.

EXPERIENCE

PROCUREMENT COORDINATOR

Non-Profit Housing Alliance

2016 - Present

- Coordinated procurement activities for community housing projects, ensuring adherence to non-profit guidelines.
- Developed relationships with local suppliers to support community-based initiatives.
- Implemented procurement policies that emphasized ethical sourcing practices.
- Managed procurement documentation and reporting for internal and external audits.
- Collaborated with program directors to align procurement strategies with project goals.
- Trained staff on compliance and procurement best practices.

PROCUREMENT ASSISTANT

Community Development Corporation

2014 - 2016

- Assisted in procurement operations for community development projects, ensuring timely service delivery.
- Conducted market research to identify ethical suppliers and resources.
- Maintained procurement records and assisted in generating reports for management.
- Facilitated communication between suppliers and project teams to resolve procurement issues.
- Supported the development of procurement policies and procedures.
- Participated in community outreach programs to promote supplier diversity.