



MICHAEL ANDERSON

Senior Contracts Manager

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SUMMARY

Accomplished Infrastructure Contracts Manager with a profound expertise in overseeing complex contractual agreements within the construction and engineering sectors. Demonstrated history of optimizing contract negotiations, ensuring compliance with regulatory frameworks, and fostering productive relationships with stakeholders. Proven ability to manage multi-million dollar projects while mitigating risk and enhancing profitability. Expertise in aligning contractual terms with organizational objectives to drive operational efficiency and strategic growth.

WORK EXPERIENCE

Senior Contracts Manager Global Engineering Solutions

Jan 2023 - Present

- Led contract negotiations for over 20 major infrastructure projects, resulting in a 15% cost reduction.
- Developed and implemented risk management frameworks to ensure compliance with legal and regulatory standards.
- Collaborated with project managers to align contract terms with project milestones and deliverables.
- Monitored contract performance metrics, driving a 10% improvement in project delivery timelines.
- Facilitated training sessions for teams on contract management best practices and legal compliance.
- Engaged with external legal advisors to resolve contract disputes efficiently.

Contracts Analyst Infrastructure Development Corp

Jan 2020 - Dec 2022

- Assisted in drafting and reviewing contracts for various public infrastructure projects.
 - Conducted thorough analysis of contract terms, identifying potential risks and recommending amendments.
 - Maintained comprehensive records of contract changes and performance evaluations.
 - Collaborated with legal teams to ensure adherence to compliance requirements.
 - Prepared reports on contract status and performance for senior management reviews.
 - Coordinated with vendors and contractors to resolve contractual issues effectively.
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EDUCATION

Master of Business Administration, University of California, Berkeley

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** contract negotiation, risk management, compliance, stakeholder engagement, performance metrics, legal analysis
- **Awards/Activities:** Successfully negotiated a landmark contract worth \$50 million, enhancing project viability.
- **Awards/Activities:** Recognized with the 'Excellence in Contract Management' award by the National Association of Contractors.
- **Awards/Activities:** Implemented a contract management software system that reduced processing time by 30%.
- **Languages:** English, Spanish, French