

MICHAEL ANDERSON

Senior Contracts Manager

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Distinguished Infrastructure Contracts Manager with over a decade of specialized experience in overseeing large-scale construction and infrastructure projects. Expertise in negotiating, drafting, and managing contracts that optimize operational efficiency and mitigate risks. Proven ability to collaborate effectively with cross-functional teams and stakeholders, ensuring alignment with organizational goals while adhering to regulatory standards.

WORK EXPERIENCE

Senior Contracts Manager | Global Infrastructure Solutions Inc.

Jan 2022 – Present

- Directed contract negotiations for multi-million dollar infrastructure projects, ensuring compliance with legal and regulatory standards.
- Developed comprehensive risk management strategies to identify and mitigate potential contractual issues.
- Collaborated with project managers to establish budgeting guidelines and resource allocation for contract execution.
- Implemented contract management software to streamline documentation processes and improve efficiency.
- Facilitated training workshops for team members on contract compliance and best practices.
- Reviewed and approved all contractual amendments, ensuring alignment with organizational objectives.

Contracts Administrator | City Development Authority

Jul 2019 – Dec 2021

- Managed the lifecycle of contracts for municipal infrastructure projects, from initiation to closeout.
- Conducted thorough market research to inform procurement strategies and contract negotiations.
- Maintained accurate records of contract performance metrics and compliance reports.
- Engaged with legal teams to resolve disputes and ensure contractual obligations were met.
- Coordinated with external vendors to assess service delivery against contract terms.
- Provided regular updates to senior management on contract status and risk assessments.

SKILLS

Contract negotiation

Risk management

Project management

Regulatory compliance

Stakeholder engagement

Analytical thinking

EDUCATION

Master of Business Administration

University of California

Berkeley; Bachelor of Science in Civil Engineering

ACHIEVEMENTS

- Secured a 15% reduction in contract costs through strategic negotiations with key suppliers.
- Recognized with the 'Excellence in Contract Management' award for outstanding project delivery.
- Successfully managed contracts totaling over \$500 million, achieving all project milestones within budget.

LANGUAGES

English

Spanish

French