

MICHAEL ANDERSON

Procurement Manager

- San Francisco, CA
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Proactive Procurement Executive with over 8 years of experience in the construction industry, focusing on strategic procurement and supplier management. Expertise in managing the procurement lifecycle for large-scale construction projects, ensuring compliance with industry standards and regulations. Proven ability to negotiate favorable contract terms that optimize project budgets and timelines. Recognized for the ability to build strong relationships with contractors and suppliers, leading to enhanced collaboration and project success.

WORK EXPERIENCE

Procurement Manager | BuildSmart Construction

Jan 2022 – Present

- Managed procurement for multiple construction projects, ensuring adherence to budget and timelines.
- Negotiated contracts with suppliers and subcontractors, achieving a 15% reduction in costs.
- Developed procurement strategies that promoted supplier diversity and sustainability.
- Coordinated with project managers to align procurement activities with project requirements.
- Implemented procurement software to enhance tracking and reporting.
- Conducted supplier evaluations to ensure compliance with quality and safety standards.

Procurement Coordinator | Constructive Solutions Ltd

Jul 2019 – Dec 2021

- Assisted in the procurement of materials and services for construction projects.
- Maintained supplier relationships to ensure timely delivery of materials.
- Supported the development of procurement policies and procedures.
- Conducted market research to identify potential suppliers.
- Collaborated with finance to manage procurement budgets effectively.
- Provided administrative support for procurement-related activities.

SKILLS

strategic procurement

supplier management

construction contracts

project budgeting

procurement software

sustainability initiatives

EDUCATION

Bachelor of Science in Construction Management - University of Texas

2015 – 2019

2014

ACHIEVEMENTS

- Successfully delivered projects under budget while achieving high-quality standards.
- Recognized for implementing a procurement strategy that improved supplier diversity by 30%.
- Achieved a 20% increase in procurement efficiency through process improvements.

LANGUAGES

English

Spanish

French