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## SKILLS

- contract negotiation
- supplier management
- procurement software
- material sourcing
- market analysis
- project collaboration

## EDUCATION

**BACHELOR OF SCIENCE IN  
CONSTRUCTION MANAGEMENT,  
UNIVERSITY OF TEXAS AT AUSTIN**

## LANGUAGE

- English
- Spanish
- German

## ACHIEVEMENTS

- Achieved recognition for leading a cost-saving initiative that reduced procurement expenses by 25%.
- Successfully implemented a supplier diversity program that increased minority-owned supplier engagement.
- Recognized for outstanding performance in managing procurement for a \$10 million construction project.

# Michael Anderson

## PROCUREMENT MANAGER

Accomplished Procurement Specialist with a robust background in the construction industry, specializing in sourcing materials and negotiating contracts for large-scale projects. Demonstrated ability to manage procurement processes that ensure timely delivery and cost efficiency. Proficient in utilizing procurement software to track orders and manage supplier relationships. Strong analytical skills facilitate the assessment of supplier performance and market trends.

## EXPERIENCE

### PROCUREMENT MANAGER

BuildRight Construction

2016 - Present

- Oversaw procurement for multiple construction projects, achieving a 30% reduction in material costs.
- Negotiated contracts with suppliers to secure favorable pricing and delivery terms.
- Implemented a digital procurement platform to streamline order processing and tracking.
- Conducted supplier assessments to ensure compliance with quality and safety standards.
- Collaborated with project managers to align procurement strategies with project timelines.
- Trained procurement staff on best practices and compliance requirements.

### PROCUREMENT COORDINATOR

ConstructSmart Ltd.

2014 - 2016

- Assisted in sourcing construction materials, ensuring timely availability for projects.
- Monitored supplier performance metrics and prepared reports for management.
- Coordinated with project teams to align procurement strategies with project schedules.
- Processed purchase orders and tracked deliveries to maintain project timelines.
- Participated in negotiations to secure competitive pricing from suppliers.
- Supported the implementation of a new procurement system, improving efficiency by 20%.