



MICHAEL ANDERSON

Construction Procurement Manager

Accomplished and highly organized Public Procurement Officer with extensive experience in the construction industry, specializing in the procurement of construction materials and services. Over nine years of experience managing procurement processes to ensure compliance with industry regulations and standards. Proven ability to negotiate contracts that deliver value and mitigate risks. Strong leadership skills, with a demonstrated ability to manage cross-functional teams to achieve project objectives.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Science in Construction Management

Springfield University
2016-2020

SKILLS

- construction procurement
- contract negotiation
- supplier management
- project management
- compliance monitoring
- risk mitigation

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Construction Procurement Manager

2020-2023

Springfield Construction Company

- Oversaw procurement processes for construction materials, ensuring compliance with safety and quality standards.
- Negotiated contracts with suppliers, achieving cost savings of 15% over three years.
- Collaborated with project managers to assess material needs and timelines.
- Developed and maintained supplier relationships to ensure reliability and quality.
- Implemented procurement strategies that improved project delivery times.
- Conducted supplier evaluations and audits to ensure compliance with contractual obligations.

Procurement Officer

2019-2020

City Development Agency

- Managed procurement of services for city infrastructure projects, ensuring adherence to regulatory requirements.
- Assisted in the preparation of bid documents and specifications for construction contracts.
- Monitored contract performance and addressed issues proactively to mitigate risks.
- Collaborated with engineering teams to forecast procurement needs and align with project timelines.
- Maintained procurement records and documentation for compliance audits.
- Facilitated training on procurement policies for new staff members.

ACHIEVEMENTS

- Achieved a 20% reduction in material costs through strategic supplier negotiations.
- Recognized for outstanding contributions to project efficiency and procurement practices.
- Successfully led a team that completed procurement for a \$50 million infrastructure project ahead of schedule.