



MICHAEL ANDERSON

Construction Vendor Manager

Strategic Vendor Coordination Specialist with a rich background in construction project procurement and vendor management. With over nine years of experience, demonstrates a comprehensive understanding of the construction industry's unique challenges and requirements. Expert in sourcing materials, negotiating contracts, and managing vendor relationships to ensure the timely delivery of quality supplies.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Science in Construction Management

Technical University
2016-2020

SKILLS

- Construction procurement
- Vendor negotiation
- Project management
- Risk assessment
- Quality control
- Team collaboration

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Construction Vendor Manager

2020-2023

BuildRight Contractors

- Oversaw procurement of construction materials from a network of 40+ vendors.
- Negotiated contracts to secure favorable pricing and terms for projects.
- Managed vendor performance to ensure timely delivery and quality standards.
- Coordinated with project managers to align vendor capabilities with project timelines.
- Developed risk assessment procedures for vendor selection.
- Facilitated training for vendors on safety and compliance standards.

Procurement Coordinator

2019-2020

Construction Solutions Inc.

- Managed procurement processes for large-scale construction projects.
- Conducted supplier evaluations to ensure quality and reliability.
- Collaborated with engineering teams to align material specifications with project needs.
- Utilized procurement software for tracking orders and managing contracts.
- Reviewed vendor invoices and ensured compliance with project budgets.
- Facilitated regular meetings with vendors to discuss performance and improvements.

ACHIEVEMENTS

- Successfully negotiated contracts that reduced material costs by 25%.
- Recognized for excellence in vendor management within the construction industry.
- Improved project delivery timelines by enhancing vendor coordination.