

# MICHAEL ANDERSON

Non-Profit Vendor Coordinator

- San Francisco, CA
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Dedicated Vendor Coordination Specialist with a focus on the non-profit sector, bringing over eight years of experience in vendor management and procurement strategies. Expert in establishing and nurturing relationships with vendors to support organizational missions while ensuring cost-effectiveness. Possesses a strong understanding of compliance and regulatory requirements specific to non-profit operations.

## WORK EXPERIENCE

### Non-Profit Vendor Coordinator | Community Impact Organization

Jan 2022 – Present

- Managed vendor relationships to support various community programs.
- Negotiated contracts to ensure cost-effective service delivery.
- Conducted vendor performance assessments to ensure compliance with program standards.
- Collaborated with program managers to align vendor services with community needs.
- Developed and implemented vendor training programs on compliance and reporting.
- Facilitated communication between vendors and internal stakeholders to enhance collaboration.

### Procurement Manager | Global Charity Fund

Jul 2019 – Dec 2021

- Oversaw procurement of goods and services for various non-profit initiatives.
- Developed vendor selection criteria to ensure alignment with organizational values.
- Utilized procurement software to manage contracts and vendor databases.
- Conducted market research to identify potential vendors for non-profit needs.
- Reviewed vendor invoices and ensured adherence to budget constraints.
- Facilitated workshops for vendors on compliance and reporting requirements.

## SKILLS

Non-profit procurement

Vendor management

Contract negotiation

Compliance

Stakeholder collaboration

Program alignment

## EDUCATION

### Bachelor of Arts in Non-Profit Management

2015 – 2019

University of Community Service

## ACHIEVEMENTS

- Achieved a 30% reduction in procurement costs through strategic vendor negotiations.
- Recognized for excellence in vendor management within the non-profit sector.
- Improved vendor compliance rates through targeted training initiatives.

## LANGUAGES

English

Spanish

French