

George Anderson

Contract Manager

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Profile Summary

Seasoned Contract Manager with over 10 years of experience in managing large-scale contracts and ensuring compliance with legal regulations. Proven track record in negotiating beneficial contracts, reducing costs by up to 15%, and enhancing relationships with suppliers. Highly skilled in contract administration, risk management, and effective communication.

Work Experience

Senior Contract Manager

General Electric

1st Jan, 2018 - Present

- Managed contracts worth \$50M annually, while ensuring compliance with regulatory guidelines and minimizing risks.
- Led contract negotiations, resulting in an average cost saving of 10% across multiple high-value contracts.
- Developed and maintained strong relationships with key stakeholders, leading to enhanced collaborative opportunities.

Contract Specialist

Siemens

1st Jun, 2013 - 31st Dec, 2017

- Successfully drafted and negotiated over 150 contracts annually for services and products.
- Implemented a contract management system, reducing processing time by 25% and improving team productivity.
- Assessed and mitigated risks associated with contractual agreements, enhancing company's legal standing.

Education

Harvard University

Master of Business Administration (MBA)

1st Sep, 2010 - 31st May, 2012

Boston University

Bachelor of Science in Business Administration

1st Sep, 2006 - 31st May, 2010

Skills

Contract Negotiation, Risk Management, Legal Compliance, Stakeholder Engagement, Strategic Planning

Notable Projects

Contract Management System Implementation

Led the successful implementation of a novel contract management software across three departments, resulting in a 30% increase in organizational efficiency and a 20% reduction in contract management-related errors.

Certifications

Certified Professional Contracts Manager (CPCM)

Issued by National Contract Management Association, 1st Aug, 2020

Awards

Excellence in Contract Management Award

Awarded by General Electric, 1st Mar, 2019