



# MICHAEL ANDERSON

## Senior Facilities Manager

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### SUMMARY

Distinguished Building Facilities Manager with over 15 years of comprehensive experience in managing diverse facilities operations within both commercial and industrial sectors. Proven expertise in overseeing large-scale projects, ensuring compliance with safety regulations, and optimizing maintenance protocols to enhance operational efficiency. Demonstrated ability to lead cross-functional teams and implement strategic initiatives that significantly reduce costs while improving service delivery.

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### WORK EXPERIENCE

#### Senior Facilities Manager Global Tech Solutions

Jan 2023 - Present

- Directed facility operations for a portfolio of over 1 million square feet across multiple locations.
- Implemented a comprehensive preventive maintenance program that increased equipment reliability by 30%.
- Managed a team of 25 staff members, fostering a culture of safety and excellence.
- Utilized advanced building management systems to monitor energy consumption, achieving a 20% reduction in utility costs.
- Oversaw vendor selection and contract negotiations, ensuring optimal service delivery within budget constraints.
- Developed and executed emergency preparedness plans, enhancing organizational resilience.

#### Facilities Operations Manager Urban Living Corp

Jan 2020 - Dec 2022

- Coordinated daily operations of a mixed-use facility, ensuring compliance with all local and federal regulations.
  - Implemented sustainability initiatives that reduced waste by 25% and improved recycling efforts.
  - Conducted regular audits of facility operations, identifying areas for improvement and cost savings.
  - Collaborated with the finance department to develop annual budgets and control expenditures.
  - Trained and mentored junior staff, enhancing team capabilities and service delivery.
  - Engaged with tenants to address concerns promptly, maintaining high satisfaction levels.
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### EDUCATION

#### Master of Science in Facility Management, University of California, Berkeley

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** facility management, project management, vendor negotiation, energy efficiency, team leadership, compliance
- **Awards/Activities:** Received the Excellence in Facilities Management Award in 2021.
- **Awards/Activities:** Successfully led a renovation project that won the Green Building Award.
- **Awards/Activities:** Reduced operational costs by \$500,000 annually through strategic initiatives.
- **Languages:** English, Spanish, French