



# Michael ANDERSON

## FACILITIES MAINTENANCE SUPERVISOR

Experienced Building Maintenance Technician with a focus on commercial property management and maintenance excellence. Specializes in integrating modern technology into traditional maintenance practices to enhance efficiency and sustainability. Demonstrated capacity for managing large-scale maintenance projects while adhering to strict timelines and budget constraints. Expertise in coordinating preventive maintenance programs that extend the life of critical systems and reduce operational costs.

### CONTACT

- 📞 (555) 234-5678
- ✉️ michael.anderson@email.com
- 🌐 www.michaelanderson.com
- 📍 San Francisco, CA

### SKILLS

- Project management
- CMMS
- vendor negotiation
- HVAC systems
- budget management
- training and development

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN FACILITIES MANAGEMENT, UNIVERSITY OF TECHNOLOGY, 2014**

### ACHIEVEMENTS

- Successfully reduced maintenance costs by 15% through strategic planning and vendor management.
- Recognized as 'Employee of the Month' for exceptional service and leadership.
- Completed a major renovation project on time and within budget.

### WORK EXPERIENCE

#### FACILITIES MAINTENANCE SUPERVISOR

Prime Commercial Properties

2020 - 2025

- Oversaw maintenance operations for multiple commercial properties, ensuring optimal functionality.
- Implemented a computerized maintenance management system (CMMS) to track work orders.
- Managed budgets for maintenance projects, achieving a 10% cost reduction.
- Trained and supervised a team of maintenance technicians, promoting best practices.
- Conducted regular audits of maintenance processes for compliance and efficiency.
- Negotiated contracts with service providers, enhancing service quality.

#### BUILDING MAINTENANCE TECHNICIAN

Downtown Office Complex

2015 - 2020

- Performed maintenance and repairs on HVAC systems, ensuring energy efficiency.
- Responded to tenant requests for repairs and maintenance, fostering positive relationships.
- Maintained accurate inventory of maintenance supplies, optimizing stock levels.
- Assisted in planning and executing renovation projects, ensuring minimal disruption.
- Participated in safety inspections and training, promoting a culture of safety.
- Utilized technology to streamline maintenance reporting and communication.