



# MICHAEL ANDERSON

## Senior Maintenance Manager

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### SUMMARY

Dynamic and results-oriented Construction Maintenance Manager with over 15 years of extensive experience in overseeing large-scale construction projects and maintenance operations. Expertise lies in strategic planning, project management, and optimizing operational efficiency. Proven track record of leading cross-functional teams to achieve project goals while adhering to budgetary constraints and timeframes. Adept at implementing innovative maintenance strategies that enhance safety and performance, while ensuring compliance with regulatory standards.

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### WORK EXPERIENCE

#### Senior Maintenance Manager ABC Construction Group

Jan 2023 - Present

- Directed maintenance operations for multiple high-profile construction projects.
- Implemented a predictive maintenance program that reduced equipment downtime by 30%.
- Managed a team of 20 maintenance personnel, providing training and performance evaluations.
- Developed and enforced safety protocols, achieving a 100% compliance rate in inspections.
- Coordinated with project managers to align maintenance schedules with project timelines.
- Utilized advanced project management software for tracking maintenance activities and budgets.

#### Construction Project Coordinator XYZ Builders

Jan 2020 - Dec 2022

- Assisted in the planning and execution of construction projects valued at over \$10 million.
  - Collaborated with engineers and architects to ensure project specifications were met.
  - Facilitated communication between stakeholders, enhancing project transparency.
  - Monitored project budgets, identifying cost-saving opportunities.
  - Conducted site inspections to ensure compliance with safety regulations.
  - Prepared detailed reports on project progress and maintenance needs.
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### EDUCATION

#### Bachelor of Science in Construction Management, University of Technology

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Budgeting, Risk Management, Team Leadership, Safety Compliance, Process Improvement
- **Awards/Activities:** Successfully managed maintenance of over 50 construction sites simultaneously.
- **Awards/Activities:** Received the Excellence in Project Management Award for outstanding leadership.
- **Awards/Activities:** Achieved a 25% reduction in maintenance costs through strategic vendor negotiations.
- **Languages:** English, Spanish, French