



MICHAEL ANDERSON

Senior Facilities Manager

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SUMMARY

Distinguished Corporate Facilities Manager with over 15 years of comprehensive experience in overseeing the operational management of corporate real estate and facility services. Proven expertise in optimizing facility performance through strategic planning, resource allocation, and the implementation of sustainable practices. Demonstrated ability to lead cross-functional teams in the execution of complex projects while ensuring compliance with health, safety, and environmental regulations.

WORK EXPERIENCE

Senior Facilities Manager Global Enterprises Inc.

Jan 2023 - Present

- Directed the management of over 1 million square feet of corporate facilities, ensuring optimal functionality and safety.
- Implemented a comprehensive maintenance management system, reducing downtime by 30%.
- Managed a multimillion-dollar budget, achieving a 15% reduction in operational costs through strategic vendor negotiations.
- Led a team of 20 facilities personnel, fostering a culture of excellence and accountability.
- Coordinated the relocation of corporate headquarters, managing timelines and stakeholder communications effectively.
- Developed and enforced facility policies that enhanced compliance with regulatory standards.

Facilities Coordinator Tech Solutions Ltd.

Jan 2020 - Dec 2022

- Assisted in the management of facility operations for a portfolio of 15 office locations.
 - Conducted regular inspections to ensure adherence to safety and maintenance standards.
 - Collaborated with IT to integrate smart building technologies, improving energy efficiency.
 - Managed vendor relationships to ensure timely service delivery and quality assurance.
 - Developed training programs for staff on facility management best practices.
 - Monitored and reported on facility performance metrics to senior management.
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EDUCATION

Master of Business Administration, Facilities Management - University of California, Berkeley Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Facilities Management, Budgeting, Vendor Negotiation, Project Management, Compliance, Team Leadership
- **Awards/Activities:** Successfully reduced operational costs by 20% through strategic facility upgrades.
- **Awards/Activities:** Recognized with the Excellence in Facilities Management Award in 2020.
- **Awards/Activities:** Implemented a green building initiative that achieved LEED certification.
- **Languages:** English, Spanish, French