



MICHAEL ANDERSON

FACILITIES OPERATIONS MANAGER

CONTACT

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SKILLS

- Project Management
- Sustainability
- Team Development
- Compliance
- Budget Management
- Performance Metrics

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN FACILITY MANAGEMENT - UNIVERSITY OF SOUTHERN CALIFORNIA

ACHIEVEMENTS

- Achieved a 30% increase in employee satisfaction scores related to workplace environment.
- Recipient of the Sustainability Leadership Award in 2019.
- Successfully led a facility renovation project completed under budget and ahead of schedule.

PROFILE

Innovative Corporate Facilities Manager with a robust background in facility operations, project management, and sustainability initiatives spanning over a decade. Expertise in spearheading facility enhancement projects that align with corporate objectives while maintaining budgetary constraints. Proficient in leveraging technology to streamline operations and improve the user experience within corporate environments. Strong leadership capabilities facilitate the development of high-performing teams dedicated to delivering exceptional service levels.

EXPERIENCE

FACILITIES OPERATIONS MANAGER

Innovatech Corp.

2016 - Present

- Oversaw facility operations for a 500,000 square foot corporate campus, ensuring optimal service delivery.
- Implemented energy-saving initiatives that reduced utility costs by 25% over two years.
- Managed a cross-functional team of 15, promoting a collaborative work environment.
- Coordinated the rollout of a computerized maintenance management system (CMMS).
- Established performance metrics to gauge facility service effectiveness and efficiency.
- Maintained compliance with local and federal regulations, conducting regular audits and inspections.

ASSISTANT FACILITIES MANAGER

Metro Systems LLC

2014 - 2016

- Supported the management of facility operations for a diverse portfolio of commercial properties.
- Assisted in the development of annual budgets and financial forecasts for facility operations.
- Facilitated training sessions for staff on emergency procedures and safety protocols.
- Collaborated with external vendors to ensure timely maintenance and repair services.
- Conducted site inspections to assess condition and performance of facilities.
- Provided administrative support, including reporting and documentation for facility management activities.