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SKILLS

- Strategic Planning
- Project Management
- Budget Development
- Safety Compliance
- Team Development
- Performance Monitoring

EDUCATION

**MASTER OF ARTS IN FACILITY
MANAGEMENT - NEW YORK UNIVERSITY**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Delivered renovation projects on time and within budget, enhancing facility functionality.
- Recognized for excellence in project management with the Project Management Award in 2021.
- Successfully launched a wellness program that improved employee health and productivity metrics.

Michael Anderson

FACILITIES PROJECT MANAGER

Dedicated Corporate Facilities Manager with a focus on strategic facility planning and operational efficiency. Over 14 years of experience in managing facilities within high-paced environments, ensuring the seamless operation of multiple locations. Proficient in developing comprehensive facility management strategies that enhance productivity and employee satisfaction. Strong expertise in overseeing large-scale renovation projects and implementing advanced technology solutions.

EXPERIENCE

FACILITIES PROJECT MANAGER

Visionary Real Estate Group

2016 - Present

- Managed facility renovation projects from inception through completion, ensuring adherence to timelines and budgets.
- Collaborated with architects and contractors to design functional and aesthetically pleasing spaces.
- Conducted feasibility studies to assess project viability and return on investment.
- Implemented project management best practices to enhance efficiency and reduce costs.
- Established communication protocols to keep stakeholders informed throughout project lifecycles.
- Performed post-project evaluations to assess outcomes and identify areas for improvement.

FACILITIES OPERATIONS MANAGER

Urban Development Corp.

2014 - 2016

- Oversaw the facilities management of a portfolio of commercial properties, ensuring compliance with safety standards.
- Developed operational budgets and forecasts, managing expenses effectively.
- Negotiated contracts with service providers, achieving significant cost savings.
- Implemented a digital work order system to streamline maintenance requests.
- Trained staff on best practices in facilities management and emergency procedures.
- Monitored facility performance metrics to drive continuous improvements.