

MICHAEL ANDERSON

Director of Facilities Management

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Seasoned Facilities Management Director with extensive experience in overseeing and optimizing comprehensive facility operations across diverse sectors. Demonstrated expertise in strategic planning, operational efficiency, and team leadership, combined with a strong commitment to sustainability and cost reduction initiatives. Proficient in leveraging advanced technology and data analytics to enhance facility performance and drive innovative solutions.

WORK EXPERIENCE

Director of Facilities Management | Global Tech Solutions

Jan 2022 – Present

- Oversaw daily operations of 25 facilities, ensuring compliance with safety and quality standards.
- Implemented a predictive maintenance program that reduced downtime by 30% across all sites.
- Managed a \$10 million annual budget, achieving a 15% reduction in costs through strategic sourcing.
- Led a team of 50 facilities staff, fostering a culture of continuous improvement and professional development.
- Developed and executed sustainability initiatives that decreased energy consumption by 20%.
- Collaborated with IT to deploy a facility management software system that improved reporting accuracy and efficiency.

Facilities Manager | Premier Corporate Services

Jul 2019 – Dec 2021

- Directed facility operations for a portfolio of 15 commercial properties, ensuring optimal functionality.
- Executed space planning projects that enhanced workspace utilization by 25%.
- Negotiated vendor contracts that reduced service costs by 10% while maintaining quality standards.
- Conducted risk assessments and developed emergency response protocols to safeguard personnel.
- Implemented a green cleaning program, resulting in a 40% reduction in chemical use.
- Coordinated facility renovations and expansions, completing projects on time and within budget.

SKILLS

Facilities Management

Budget Management

Strategic Planning

Team Leadership

Sustainability Initiatives

Risk Assessment

EDUCATION

Master of Business Administration

University of California

Facilities Management

ACHIEVEMENTS

- Received the National Facilities Management Excellence Award in 2021 for outstanding operational improvements.
- Championed a recycling program that achieved a 50% waste diversion rate.
- Successfully led a project that renovated a flagship facility, increasing employee satisfaction by 35% as per post-renovation surveys.

LANGUAGES

English

Spanish

French