



Michael ANDERSON

FACILITIES ASSET MANAGER

Strategic Facilities Asset Manager possessing a wealth of knowledge in the educational sector, with a focus on optimizing facilities to enhance student learning environments. Demonstrates a comprehensive understanding of the unique challenges faced by educational institutions, including compliance with safety regulations and budget constraints. Proven ability to lead facility improvement projects from conception through execution, ensuring minimal disruption to academic activities.

CONTACT

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SKILLS

- educational facilities management
- project coordination
- budget oversight
- compliance management
- safety protocols
- stakeholder engagement

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN EDUCATION
ADMINISTRATION, UNIVERSITY OF
TEXAS, 2015**

ACHIEVEMENTS

- Led a facility renovation project that improved student engagement by 20%.
- Achieved recognition for outstanding facility management practices from the state education board.
- Implemented a green initiative that reduced energy usage by 15%.

WORK EXPERIENCE

FACILITIES ASSET MANAGER

Green Valley School District

2020 - 2025

- Managed facilities for 15 schools, ensuring compliance with safety and health regulations.
- Implemented a maintenance tracking system that improved response times by 50%.
- Coordinated major renovation projects to upgrade facilities, enhancing the learning environment.
- Developed and managed a \$4 million annual budget, achieving a 12% cost savings.
- Established relationships with local contractors to streamline maintenance services.
- Conducted regular assessments of facility conditions and reported findings to the school board.

FACILITIES COORDINATOR

Lincoln High School

2015 - 2020

- Assisted in the management of daily operations for a large high school facility.
- Supported the execution of safety drills and emergency response training.
- Collaborated with teachers to address specific facility concerns impacting learning.
- Maintained accurate records of maintenance activities and repairs.
- Coordinated with vendors for timely completion of service requests.
- Participated in budget planning sessions for future facility improvements.