



MICHAEL ANDERSON

FACILITIES COMPLIANCE MANAGER

PROFILE

Accomplished Facilities Compliance Officer with a robust background in strategic compliance initiatives and facility operations management. Expertise in navigating complex regulatory environments and implementing effective compliance strategies that mitigate risk and enhance operational performance. Proven ability to lead compliance audits and assessments, ensuring alignment with industry standards and best practices. Strong communicator with a talent for fostering collaboration among diverse teams to achieve compliance goals.

EXPERIENCE

FACILITIES COMPLIANCE MANAGER

Premier Property Management

2016 - Present

- Oversaw compliance operations across a portfolio of over 50 properties, ensuring adherence to local and federal regulations.
- Developed compliance checklists and protocols that improved operational efficiency by 20%.
- Facilitated training sessions for staff on compliance standards and best practices.
- Conducted risk assessments to identify potential compliance issues and implemented corrective actions.
- Collaborated with external regulatory agencies to ensure compliance with evolving regulations.
- Utilized compliance tracking systems to monitor and report on compliance status to executive leadership.

COMPLIANCE OFFICER

Citywide Facilities Services

2014 - 2016

- Assisted in the development and execution of compliance audits across multiple facilities.
- Reviewed and analyzed compliance documentation, ensuring accuracy and completeness.
- Maintained up-to-date knowledge of changing regulations affecting facility operations.
- Provided recommendations for process improvements based on audit findings.
- Coordinated with facility managers to ensure compliance with safety protocols.
- Created and maintained detailed compliance reports for internal and external stakeholders.

CONTACT

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SKILLS

- Compliance Strategy
- Risk Assessment
- Training Facilitation
- Regulatory Analysis
- Report Generation
- Team Leadership

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN BUSINESS
ADMINISTRATION, UNIVERSITY OF
MICHIGAN

ACHIEVEMENTS

- Achieved a 100% compliance rate during external audits for three consecutive years.
- Developed a compliance training program that increased staff knowledge retention by 40%.
- Recognized with the Excellence in Compliance Award for outstanding contributions to the compliance department.