



MICHAEL ANDERSON

Facilities Manager

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SUMMARY

Dynamic Facilities Management Associate with extensive expertise in optimizing operational efficiency and enhancing workplace environments. Proven track record in strategic planning and implementation of facility management initiatives that drive cost-effective solutions while ensuring compliance with industry standards. Skilled in overseeing vendor relationships, negotiating contracts, and managing budgets to align with organizational objectives.

WORK EXPERIENCE

Facilities Manager **Global Solutions Inc.**

Jan 2023 - Present

- Directed facility operations for a portfolio of over 1 million square feet.
- Implemented a computerized maintenance management system (CMMS) to streamline operations.
- Negotiated service contracts with external vendors, achieving a 15% cost reduction.
- Conducted regular facility audits to ensure compliance with safety regulations.
- Developed and executed preventive maintenance programs to extend asset life.
- Trained and mentored a team of facility technicians to enhance service quality.

Maintenance Coordinator **Cityscape Properties**

Jan 2020 - Dec 2022

- Coordinated maintenance schedules for over 300 residential units.
 - Managed inventory and procurement of maintenance supplies and equipment.
 - Analyzed maintenance costs and identified opportunities for efficiency improvements.
 - Facilitated communication between tenants and maintenance staff to resolve issues promptly.
 - Oversaw emergency repair operations, ensuring minimal disruption to residents.
 - Maintained accurate records of service requests and work orders.
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EDUCATION

Bachelor of Science in Facilities Management, **University of California, 2017**

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Operational Efficiency, Vendor Management, Budgeting, Safety Compliance, Team Leadership, CMMS
- **Awards/Activities:** Reduced facility operational costs by 20% within the first year of management.
- **Awards/Activities:** Recognized as Employee of the Year for outstanding service delivery in 2020.
- **Awards/Activities:** Successfully led a project that improved energy efficiency by 30% across all facilities.
- **Languages:** English, Spanish, French