



MICHAEL ANDERSON

SUSTAINABILITY COORDINATOR

CONTACT

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-  San Francisco, CA

SKILLS

- Sustainability Practices
- Project Management
- Risk Assessment
- Compliance
- Communication
- Resource Management

LANGUAGES

- English
- Spanish
- French

EDUCATION

MASTER OF ENVIRONMENTAL MANAGEMENT, STANFORD UNIVERSITY, 2018

ACHIEVEMENTS

- Achieved a 40% reduction in energy consumption through innovative facility upgrades.
- Received the Green Building Award for excellence in sustainable facility management.
- Led a team project that earned recognition from the local environmental agency.

PROFILE

Detail-oriented Facilities Management Associate with a robust background in sustainable facility operations and project management. Expertise in integrating green practices into facility management processes to minimize environmental impact while maximizing operational efficiency. Proficient in conducting risk assessments and developing mitigation strategies to enhance safety and compliance across diverse environments. Strong analytical skills enable the identification of cost-saving opportunities through efficient resource management and waste reduction.

EXPERIENCE

SUSTAINABILITY COORDINATOR

EcoBuild Corp.

2016 - Present

- Developed and implemented sustainability initiatives that reduced waste by 25%.
- Managed vendor relationships to source eco-friendly materials and services.
- Conducted energy audits to identify opportunities for efficiency improvements.
- Organized training sessions for staff on sustainable practices and safety protocols.
- Monitored compliance with environmental regulations and standards.
- Prepared reports on sustainability metrics for executive review.

FACILITIES ASSISTANT

GreenSpace Management

2014 - 2016

- Assisted in the coordination of facility maintenance and repair projects.
- Maintained accurate records of facility conditions and maintenance activities.
- Supported the development of safety protocols for facility operations.
- Facilitated communication between contractors and facility management.
- Participated in the planning of facility layout and space utilization.
- Conducted inspections to ensure adherence to safety regulations.