



MICHAEL ANDERSON

Senior Facilities Manager

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SUMMARY

Accomplished Facilities Management Specialist with over a decade of experience in optimizing facility operations and enhancing organizational efficiency. Expertise lies in strategic planning, resource allocation, and the implementation of sustainable practices that align with corporate objectives. Demonstrated ability to lead cross-functional teams in delivering exceptional service while maintaining compliance with industry regulations.

WORK EXPERIENCE

Senior Facilities Manager Global Tech Solutions

Jan 2023 - Present

- Directed all facilities management operations, ensuring alignment with corporate goals.
- Implemented energy-efficient systems, reducing operational costs by 20%.
- Managed a team of 15 facilities staff, enhancing productivity through training and development.
- Negotiated contracts with vendors, achieving a 15% reduction in service costs.
- Oversaw compliance with health and safety regulations, resulting in zero incidents over three years.
- Developed a comprehensive maintenance schedule, improving equipment uptime by 25%.

Facilities Coordinator Urban Development Corp

Jan 2020 - Dec 2022

- Coordinated daily operations of facilities, ensuring optimal functionality and safety.
 - Assisted in the development of facilities budgets, monitoring expenditures to maintain fiscal responsibility.
 - Collaborated with contractors for renovations, completing projects on time and within budget.
 - Implemented a digital asset management system to track inventory and maintenance schedules.
 - Facilitated training sessions on safety protocols for staff, enhancing workplace safety awareness.
 - Conducted regular inspections to maintain compliance with local and federal regulations.
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EDUCATION

Master of Business Administration, Facilities Management, University of California, Berkeley Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Budget Management, Team Leadership, Compliance, Vendor Negotiation, Sustainability Practices, Project Management
- **Awards/Activities:** Reduced facility operational costs by 20% through strategic energy management initiatives.
- **Awards/Activities:** Recognized as Employee of the Year for outstanding leadership in facilities management.
- **Awards/Activities:** Successfully managed a \$5 million renovation project delivered ahead of schedule.
- **Languages:** English, Spanish, French