



Michael ANDERSON

FACILITIES MANAGER

Dedicated Facilities Management Specialist with a strong focus on educational institutions, committed to creating safe and conducive learning environments. Extensive experience in managing facility operations, maintenance, and compliance within the education sector. Proven ability to collaborate with academic and administrative staff to ensure facilities meet the diverse needs of students and faculty.

WORK EXPERIENCE

FACILITIES MANAGER

State University

2020 - 2025

- Managed all aspects of facilities operations for a large university campus.
- Implemented safety protocols that resulted in a 40% reduction in incidents.
- Oversaw a budget of \$2 million, ensuring efficient resource allocation.
- Coordinated with academic departments to address facility needs and improvements.
- Led a team of 10 maintenance staff, enhancing service delivery through training.
- Conducted regular facility inspections to ensure compliance with state regulations.

ASSISTANT FACILITIES COORDINATOR

Community College

2015 - 2020

- Supported facilities operations for a community college with over 5,000 students.
- Assisted in developing maintenance schedules, improving efficiency by 20%.
- Managed vendor relationships for landscaping and janitorial services.
- Conducted surveys to gather feedback from students on facility conditions.
- Coordinated special events and facility usage for college functions.
- Facilitated training sessions on emergency procedures for staff and faculty.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Educational Facility Management
- Safety Compliance
- Budgeting
- Project Coordination
- Team Leadership
- Customer Service

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN FACILITY
MANAGEMENT, UNIVERSITY OF
MICHIGAN**

ACHIEVEMENTS

- Achieved a 40% reduction in safety incidents through enhanced protocols.
- Recognized for excellence in service delivery by university administration.
- Improved student satisfaction ratings by 15% through facility enhancements.