



# MICHAEL ANDERSON

## FACILITIES TRAINING SPECIALIST

### CONTACT

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-  San Francisco, CA

### SKILLS

- Training Development
- E-Learning
- Compliance Monitoring
- Performance Evaluation
- Team Collaboration
- Safety Management

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN FACILITIES MANAGEMENT - NEW YORK UNIVERSITY**

### ACHIEVEMENTS

- Increased training participation rates by 40% within one year.
- Received 'Excellence in Training' award for innovative training solutions.
- Played a key role in achieving ISO certification for facilities management.

### PROFILE

Accomplished Facilities Management Trainer with a robust background in strategic training and development within the facilities sector. Expertise in identifying skill gaps and designing targeted training solutions that enhance operational efficiency and employee performance. Proven ability to lead large-scale training initiatives, ensuring that all personnel are equipped with the necessary skills and knowledge to operate within a dynamic environment.

### EXPERIENCE

#### FACILITIES TRAINING SPECIALIST

##### Innovative Facilities Group

*2016 - Present*

- Designed and delivered training programs for over 300 facilities staff.
- Evaluated training effectiveness through feedback and performance metrics.
- Created an e-learning platform to enhance training accessibility.
- Facilitated cross-training initiatives to promote multi-skilled workforce.
- Collaborated with HR to align training with organizational goals.
- Implemented mentorship programs to support new hires.

#### ASSISTANT FACILITIES MANAGER

##### Citywide Services Ltd.

*2014 - 2016*

- Supported the development of facilities management training manuals.
- Conducted on-site training for maintenance staff on equipment handling.
- Monitored compliance with safety regulations and procedures.
- Assisted in the management of facility maintenance schedules.
- Participated in budget planning and resource allocation.
- Organized team-building activities to enhance collaboration.