



# Michael ANDERSON

## FACILITIES MANAGER

Results-oriented Facilities Manager with a strong background in educational institutions, focused on creating safe and conducive learning environments. Highly skilled in managing multifaceted facility operations, including maintenance, budgeting, and compliance with educational standards. Demonstrates the ability to lead teams in the execution of facility improvement projects that enhance student and staff experiences.

## WORK EXPERIENCE

### FACILITIES MANAGER

Green Valley School District

2020 - 2025

- Managed facility operations across 15 schools, ensuring compliance with educational regulations.
- Developed and executed a \$2 million annual maintenance budget.
- Implemented safety protocols that reduced incidents by 50% across the district.
- Collaborated with educators to design functional learning spaces.
- Coordinated emergency drills, improving staff and student preparedness.
- Introduced energy conservation measures, resulting in a 20% reduction in utility costs.

### ASSISTANT FACILITIES MANAGER

Riverbend Academy

2015 - 2020

- Supported the management of facilities for a private K-12 institution.
- Conducted regular inspections to ensure compliance with health and safety standards.
- Assisted in the development of a comprehensive maintenance schedule.
- Facilitated training for staff on emergency procedures and safety protocols.
- Managed inventory and procurement of supplies to meet educational needs.
- Participated in renovation projects to enhance classroom environments.

## CONTACT

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## SKILLS

- Educational Facility Management
- Budget Development
- Safety Protocols
- Team Leadership
- Compliance Audits
- Crisis Management

## LANGUAGES

- English
- Spanish
- French

## EDUCATION

**BACHELOR OF SCIENCE IN EDUCATION  
ADMINISTRATION, STATE UNIVERSITY,  
2014**

## ACHIEVEMENTS

- Improved safety ratings by 40% during state inspections.
- Recognized for excellence in facility management by the State Education Board.
- Successfully implemented a recycling program that increased participation by 50%.