

MICHAEL ANDERSON

Director of Facilities Management

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Strategic and results-driven Facilities Operations Executive with over a decade of experience in optimizing operational efficiency and enhancing facility management processes across diverse sectors. Expertise lies in implementing innovative solutions that streamline operations, reduce costs, and improve service delivery. Demonstrated ability to lead cross-functional teams while fostering a culture of safety, sustainability, and excellence.

WORK EXPERIENCE

Director of Facilities Management | Global Tech Solutions

Jan 2022 – Present

- Oversaw the management of 1.5 million square feet of corporate office space, ensuring optimal functionality and efficiency.
- Implemented a comprehensive preventive maintenance program that reduced operational costs by 25% over three years.
- Directed a team of 30 facilities staff, providing training and leadership to enhance service delivery.
- Managed vendor relationships, negotiating contracts that resulted in a 15% reduction in service costs.
- Coordinated the successful execution of a \$5 million renovation project, completed on time and under budget.
- Developed and enforced safety protocols, leading to a 40% decrease in workplace incidents.

Facilities Manager | Urban Development Corp

Jul 2019 – Dec 2021

- Managed day-to-day operations of a mixed-use facility, enhancing tenant satisfaction through proactive maintenance and responsive service.
- Led sustainability initiatives that reduced energy consumption by 20%, earning recognition as a green facility.
- Conducted regular audits to ensure compliance with health and safety regulations, achieving an exemplary safety record.
- Implemented a work order management system that improved response times by 35%.
- Collaborated with project managers on construction projects, ensuring alignment with operational needs and timelines.
- Fostered a culture of continuous improvement by introducing employee feedback mechanisms that enhanced service quality.

SKILLS

Facility Management

Project Management

Budgeting

Vendor Management

Sustainability Practices

Team Leadership

EDUCATION

Master of Business Administration

Berkeley

Facilities Management - University of California

ACHIEVEMENTS

- Received the 'Excellence in Facilities Management' award for outstanding contributions to operational efficiency.
- Successfully led a team that achieved ISO 9001 certification for facility management practices.
- Recognized for developing a comprehensive employee training program that enhanced team performance and service delivery.

LANGUAGES

English

Spanish

French