



# MICHAEL ANDERSON

## Facilities Operations Manager

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### SUMMARY

Dynamic and results-oriented Facilities Operations Manager with over 15 years of comprehensive experience in overseeing large-scale operations and ensuring the effective management of facilities. Expertise in optimizing operational efficiencies while implementing innovative strategies that enhance productivity and reduce costs. Proven track record of leading cross-functional teams and managing complex projects within budgetary constraints.

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### WORK EXPERIENCE

#### Facilities Operations Manager Global Tech Solutions

Jan 2023 - Present

- Directed facility operations for a portfolio of 25 commercial properties.
- Implemented energy-efficient systems, resulting in a 20% reduction in utility costs.
- Oversaw a team of 30 maintenance staff, enhancing service delivery through effective training.
- Developed and managed annual budgets exceeding \$5 million.
- Executed comprehensive safety protocols, achieving zero workplace accidents.
- Negotiated contracts with vendors, saving the organization 15% annually.

#### Assistant Facilities Manager Urban Development Inc.

Jan 2020 - Dec 2022

- Assisted in managing day-to-day operations for 10 residential complexes.
  - Coordinated maintenance schedules, improving response times by 30%.
  - Conducted regular inspections to ensure compliance with health and safety regulations.
  - Facilitated tenant relations, resolving issues promptly and effectively.
  - Supported the implementation of a new facility management software.
  - Engaged in sustainability initiatives, resulting in a 10% reduction in waste.
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### EDUCATION

#### Bachelor of Science in Facility Management, University of Business, 2009

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** Facility management, Budgeting, Project management, Team leadership, Vendor negotiation, Safety compliance
- **Awards/Activities:** Received the Excellence in Facility Management Award in 2019.
- **Awards/Activities:** Led a project that enhanced energy efficiency, recognized by the Green Building Council.
- **Awards/Activities:** Successfully completed a facility upgrade project under budget and ahead of schedule.
- **Languages:** English, Spanish, French