



MICHAEL ANDERSON

FACILITIES OPERATIONS MANAGER

CONTACT

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- San Francisco, CA

SKILLS

- Strategic planning
- Operational excellence
- Budget management
- Sustainability initiatives
- Team collaboration
- Regulatory compliance

LANGUAGES

- English
- Spanish
- French

EDUCATION

MASTER OF SCIENCE IN FACILITIES MANAGEMENT, TECHNICAL UNIVERSITY, 2012

ACHIEVEMENTS

- Awarded the Facilities Excellence Award in 2020.
- Successfully led a facility redesign project that improved workflow and productivity.
- Recognized for implementing a waste reduction program that cut costs by 15%.

PROFILE

Accomplished Facilities Operations Manager with a robust background in strategic planning and operational excellence across various industries. Expertise in developing and implementing facility management strategies that drive efficiency and sustainability. Demonstrated ability to lead diverse teams in high-pressure environments while maintaining a focus on safety and regulatory compliance. Adept at utilizing advanced technologies to streamline operations and enhance service delivery.

EXPERIENCE

FACILITIES OPERATIONS MANAGER

Innovative Manufacturing Corp.

2016 - Present

- Managed facility operations for a state-of-the-art manufacturing plant.
- Implemented predictive maintenance practices, reducing equipment downtime by 25%.
- Designed and executed a comprehensive sustainability program, achieving LEED certification.
- Oversaw a budget of \$7 million, ensuring fiscal responsibility and resource optimization.
- Coordinated emergency response drills, enhancing safety preparedness across the facility.
- Facilitated cross-departmental collaboration to improve operational efficiencies.

FACILITIES COORDINATOR

Tech Innovations LLC

2014 - 2016

- Supported facility operations for a high-tech office environment.
- Managed vendor relationships, ensuring service quality and cost-effectiveness.
- Conducted regular facility audits to identify areas for improvement.
- Enhanced employee satisfaction through workplace ergonomics initiatives.
- Assisted in the development of emergency evacuation plans.
- Participated in sustainability reporting, tracking progress against goals.