



MICHAEL ANDERSON

Senior Facilities Manager

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SUMMARY

Dynamic and results-oriented Facilities Portfolio Manager with over 15 years of comprehensive experience in managing extensive real estate portfolios and ensuring operational excellence. Proven track record in optimizing facility performance through strategic planning and resource management. Expertise in developing and implementing innovative maintenance programs that enhance operational efficiency and reduce costs.

WORK EXPERIENCE

Senior Facilities Manager Global Real Estate Solutions

Jan 2023 - Present

- Directed a portfolio of over 100 commercial properties, ensuring optimal performance and tenant satisfaction.
- Implemented a comprehensive preventive maintenance program that reduced operational costs by 20%.
- Utilized advanced facility management software to track and analyze building performance metrics.
- Developed strategic partnerships with contractors to enhance service delivery and project execution.
- Conducted regular audits to ensure compliance with local regulations and environmental standards.
- Facilitated training workshops for staff on best practices in facility management and safety protocols.

Facilities Coordinator Innovative Space Solutions

Jan 2020 - Dec 2022

- Assisted in the management of facility operations across multiple locations, enhancing overall efficiency.
 - Coordinated vendor contracts and service agreements, ensuring quality and compliance.
 - Monitored inventory levels of maintenance supplies, optimizing procurement processes.
 - Supported the development of facility budgets and forecasts, contributing to financial planning.
 - Conducted inspections and assessments to identify areas for improvement in facility conditions.
 - Contributed to sustainability initiatives, successfully reducing waste by 15% through recycling programs.
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EDUCATION

Master of Business Administration (MBA), Facilities Management, University of California, Berkeley

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Facility Management, Project Management, Budgeting, Vendor Management, Regulatory Compliance, Sustainability
- **Awards/Activities:** Successfully led a project to upgrade energy systems, resulting in a 30% reduction in energy consumption.
- **Awards/Activities:** Awarded 'Facilities Manager of the Year' by the National Association of Real Estate Managers.
- **Awards/Activities:** Implemented a digital tracking system that improved maintenance response times by 40%.
- **Languages:** English, Spanish, French