

MICHAEL ANDERSON

Senior Space Planner

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Strategic and detail-oriented Facilities Space Planner with a proven track record in optimizing and managing complex workspace environments. Expertise lies in conducting comprehensive needs assessments and developing innovative space utilization strategies that align with organizational objectives. Demonstrated ability to lead cross-functional teams in executing large-scale relocation projects while ensuring minimal disruption to business operations.

WORK EXPERIENCE

Senior Space Planner | Global Enterprises Inc.

Jan 2022 – Present

- Conducted detailed assessments of existing facilities to identify inefficiencies and propose improvements.
- Developed space allocation plans that increased overall productivity by 20%.
- Collaborated with architects and contractors to ensure compliance with design specifications and regulations.
- Utilized AutoCAD and Archibus to create and modify space layouts.
- Facilitated stakeholder meetings to gather requirements and present space planning proposals.
- Implemented a new space management software that reduced operational costs by 15%.

Facilities Coordinator | Tech Innovations LLC

Jul 2019 – Dec 2021

- Assisted in the planning and execution of office layout redesigns to improve workflow.
- Managed vendor relationships and negotiated contracts for facility services.
- Conducted regular audits of space utilization and reported findings to senior management.
- Coordinated office moves and ensured seamless transitions for all departments.
- Maintained accurate records of facility space allocations and changes.
- Developed and delivered training sessions on effective space management practices for staff.

SKILLS

Space planning

AutoCAD

Archibus

project management

stakeholder engagement

vendor negotiation

EDUCATION

Bachelor of Science in Interior Design

2015

University of Architecture and Design

ACHIEVEMENTS

- Successfully led a corporate headquarters relocation project that improved employee satisfaction ratings by 30%.
- Received the 'Outstanding Contributor Award' for excellence in project delivery in 2022.
- Implemented sustainability initiatives that reduced energy consumption by 25% across facilities.

LANGUAGES

English

Spanish

French