



Michael ANDERSON

FACILITIES MAINTENANCE COORDINATOR

Dedicated Facilities Systems Administrator with extensive experience in facilities maintenance and management. Over 7 years of hands-on experience in ensuring operational efficiency and compliance with safety regulations. Adept at working with diverse teams to ensure the smooth functioning of facilities and the implementation of effective management systems. Strong organizational skills combined with a detail-oriented approach to facility operations.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Facilities Maintenance
- Compliance
- Customer Service
- Scheduling
- Record Keeping
- Team Collaboration

LANGUAGES

- English
- Spanish
- French

EDUCATION

**ASSOCIATE DEGREE IN FACILITIES
MANAGEMENT, COMMUNITY COLLEGE
OF TECHNOLOGY, 2015**

ACHIEVEMENTS

- Improved maintenance response time by 20% through process optimization.
- Recognized for outstanding service with the 'Employee of the Month' award.
- Successfully implemented a new maintenance tracking system.

WORK EXPERIENCE

FACILITIES MAINTENANCE COORDINATOR

Citywide Services

2020 - 2025

- Coordinated daily maintenance operations to ensure facility readiness.
- Assisted in the development of maintenance schedules for various building systems.
- Maintained accurate records of maintenance activities and service requests.
- Monitored compliance with safety and regulatory standards.
- Provided training for staff on maintenance procedures and safety protocols.
- Collaborated with contractors to facilitate repairs and renovations.

FACILITIES TECHNICIAN

Reliable Maintenance Co.

2015 - 2020

- Performed routine inspections of facility systems to identify maintenance needs.
- Assisted in troubleshooting equipment failures and implementing repairs.
- Supported the implementation of energy conservation measures.
- Contributed to the development of facility maintenance policies.
- Provided exceptional customer service to facility users.
- Ensured compliance with health and safety guidelines during maintenance activities.