



MICHAEL ANDERSON

Facilities Director

Results-driven facilities management expert with a focus on educational institutions. Proven ability to enhance facility operations while creating safe and conducive learning environments. Skilled in managing budgets, overseeing maintenance operations, and implementing innovative solutions to improve facility functionality. Strong leadership capabilities demonstrated through the management of diverse teams and fostering collaboration among stakeholders.

CONTACT

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EDUCATION

Bachelor of Arts in Education Management

University of Michigan
2016-2020

SKILLS

- educational facility management
- budget oversight
- maintenance planning
- team collaboration
- sustainability initiatives
- compliance management

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Facilities Director

2020-2023

Metropolitan School District

- Oversaw the management of school facilities, ensuring compliance with educational standards and safety regulations.
- Implemented maintenance programs that reduced facility downtime by 28%.
- Coordinated with educational staff to align facility operations with academic objectives.
- Managed budgets for facility operations, achieving significant cost reductions.
- Developed and executed sustainability initiatives that improved energy efficiency.
- Conducted regular facility audits to assess compliance and identify improvement opportunities.

Assistant Facilities Manager

2019-2020

Community College

- Assisted in managing facility operations, ensuring adherence to safety and quality standards.
- Coordinated maintenance schedules and emergency preparedness plans.
- Supported the implementation of facility improvement projects to enhance the learning environment.
- Conducted inspections to ensure compliance with health and safety regulations.
- Managed vendor contracts for maintenance services, ensuring quality and cost-effectiveness.
- Provided training for staff on safety protocols and operational procedures.

ACHIEVEMENTS

- Achieved a 20% reduction in operational costs through strategic resource management.
- Recognized for outstanding service in facilities management by the state education department.
- Implemented a recycling program that increased sustainability efforts within the district.