



MICHAEL ANDERSON

Corporate Facilities Maintenance Manager

Innovative Infrastructure Maintenance Manager with a solid background in facility management and operations within the corporate sector. Expertise in developing and implementing comprehensive maintenance strategies that enhance facility performance and occupant satisfaction. Known for fostering collaborative relationships with internal and external stakeholders to ensure seamless facility operations. Proven ability to manage multi-million dollar budgets and optimize resource allocation effectively.

CONTACT

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EDUCATION

Bachelor of Arts in Business Administration

University of Business
2016-2020

SKILLS

- Facility Management
- Budgeting
- Preventive Maintenance
- Stakeholder Engagement
- Energy Efficiency
- Performance Metrics

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Corporate Facilities Maintenance Manager

2020-2023

Global Enterprises Inc.

- Managed maintenance operations for corporate facilities, ensuring compliance with health and safety standards.
- Developed and implemented preventive maintenance programs to enhance facility reliability.
- Oversaw a team of maintenance professionals, promoting a culture of teamwork and accountability.
- Implemented energy-efficient solutions that reduced operational costs by 20%.
- Collaborated with vendors and contractors to ensure timely service delivery.
- Monitored facility performance metrics to drive continuous improvement initiatives.

Facilities Coordinator

2019-2020

Tech Innovations Ltd.

- Assisted in the management of facility maintenance activities, ensuring optimal operational performance.
- Coordinated maintenance schedules and vendor contracts to ensure compliance.
- Conducted inspections to assess facility conditions and identify repair needs.
- Supported sustainability initiatives by implementing recycling and waste reduction programs.
- Trained staff on facility safety and emergency procedures.
- Achieved a 30% increase in occupant satisfaction through improved maintenance services.

ACHIEVEMENTS

- Recognized for excellence in facility management with the Corporate Excellence Award.
- Successfully reduced facility operational costs by 25% through strategic initiatives.
- Improved employee satisfaction ratings related to facility conditions by 40%.