



# MICHAEL ANDERSON

## Senior Maintenance Coordinator

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### SUMMARY

Dynamic and results-driven Maintenance Coordinator with over 10 years of extensive experience in facility management and maintenance operations. Demonstrated expertise in optimizing maintenance processes, ensuring compliance with safety regulations, and implementing cost-effective solutions. Proven track record of managing cross-functional teams to enhance operational efficiency while maintaining high standards of service delivery.

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### WORK EXPERIENCE

#### Senior Maintenance Coordinator Global Tech Solutions

Jan 2023 - Present

- Oversaw maintenance activities for a portfolio of over 50 commercial properties.
- Developed and implemented preventive maintenance schedules to minimize downtime.
- Managed vendor relationships and negotiated contracts to achieve cost savings.
- Conducted regular inspections to ensure compliance with health and safety standards.
- Utilized computerized maintenance management systems (CMMS) for tracking work orders.
- Analyzed maintenance data to identify trends and optimize resource allocation.

#### Maintenance Supervisor Urban Facilities Group

Jan 2020 - Dec 2022

- Led a team of maintenance technicians in routine and emergency repairs.
  - Implemented training programs to enhance team skills and performance.
  - Coordinated with contractors for specialized services and repairs.
  - Maintained inventory of tools and supplies for efficient operations.
  - Prepared reports on maintenance activities and budget expenditures.
  - Ensured compliance with OSHA regulations and company policies.
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### EDUCATION

#### Bachelor of Science in Facilities Management, State University

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** Facility management, Preventive maintenance, Vendor management, Budgeting, Safety compliance, Team leadership
- **Awards/Activities:** Reduced maintenance costs by 15% through strategic vendor negotiations.
- **Awards/Activities:** Implemented a new CMMS that improved work order response times by 30%.
- **Awards/Activities:** Received Employee of the Year award for outstanding performance in 2020.
- **Languages:** English, Spanish, French