



MICHAEL ANDERSON

MAINTENANCE COORDINATOR

CONTACT

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- San Francisco, CA

SKILLS

- Facility Operations
- Compliance Management
- Budgeting
- Staff Training
- Safety Protocols
- Quality Improvement

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN ENGINEERING TECHNOLOGY, STATE UNIVERSITY, 2013

ACHIEVEMENTS

- Led an initiative that improved maintenance response times by 50% through process optimization.
- Received 'Excellence in Service' award for outstanding performance in facilities management.
- Successfully reduced operational costs by 15% through strategic vendor management.

PROFILE

Accomplished Maintenance Coordinator Facilities with a robust background in the healthcare sector, specializing in the management of facility operations within clinical environments. Demonstrated ability to ensure compliance with regulatory standards while enhancing the operational effectiveness of maintenance teams. Possesses exceptional problem-solving skills and a commitment to fostering a culture of safety and efficiency.

EXPERIENCE

MAINTENANCE COORDINATOR

City Health Systems

2016 - Present

- Managed all aspects of facility maintenance for a 500-bed hospital, ensuring 24/7 operational readiness.
- Implemented rigorous preventive maintenance protocols that reduced equipment downtime by 40%.
- Coordinated emergency response efforts during facility incidents, ensuring patient safety and compliance.
- Supervised a diverse team of maintenance staff, promoting professional development and operational excellence.
- Developed maintenance budgets and monitored expenditures to align with organizational goals.
- Ensured compliance with OSHA regulations and healthcare standards through regular inspections and audits.

FACILITIES TECHNICIAN

MetroCare Clinic

2014 - 2016

- Performed routine and emergency maintenance tasks across multiple clinic locations.
- Maintained accurate records of repairs and maintenance schedules using facility management software.
- Collaborated with clinical staff to minimize disruptions during maintenance activities.
- Assisted in the development of safety protocols, ensuring staff adherence to best practices.
- Conducted training sessions on equipment usage and safety for new maintenance hires.
- Participated in quality improvement initiatives that enhanced overall service delivery in facilities management.