



# Michael ANDERSON

## SENIOR FACILITIES MANAGER

Seasoned Senior Facilities Manager with a comprehensive background in managing facilities within the educational sector. Demonstrates a commitment to creating safe, functional, and conducive learning environments through effective facility management practices. Skilled in coordinating maintenance activities, managing budgets, and ensuring compliance with safety regulations. Proven ability to work collaboratively with academic staff and administration to enhance facility operations.

### CONTACT

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- 📍 San Francisco, CA

### SKILLS

- Educational Facilities Management
- Budgeting
- Safety Compliance
- Team Collaboration
- Project Management
- Sustainability Initiatives

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN FACILITY MANAGEMENT, UNIVERSITY OF FLORIDA, 2011**

### ACHIEVEMENTS

- Improved energy efficiency across campuses, resulting in a 15% reduction in utility costs.
- Received 'Facilities Excellence Award' for outstanding service in facility management.
- Successfully managed a \$5 million renovation project, completed on time and within budget.

### WORK EXPERIENCE

#### SENIOR FACILITIES MANAGER

State University

2020 - 2025

- Managed facilities operations across multiple campuses, ensuring optimal functionality.
- Coordinated major renovations and upgrades to enhance student experience.
- Implemented a facilities management software system that improved operational tracking.
- Developed emergency preparedness plans in collaboration with local authorities.
- Conducted training for staff on safety protocols and facility maintenance.
- Oversaw budget management for facility-related expenditures, optimizing resource allocation.

#### FACILITIES COORDINATOR

City High School District

2015 - 2020

- Assisted in managing the maintenance and operations of district-wide school facilities.
- Coordinated with contractors for repairs and renovations, ensuring quality standards.
- Monitored compliance with health and safety regulations across all facilities.
- Facilitated communication between school administration and facilities staff.
- Conducted regular inspections to identify and address maintenance needs.
- Participated in sustainability initiatives aimed at reducing energy consumption.