

# Jane Doe

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## Professional Summary

Dynamic, driven and accomplished senior facilities manager with nearly 18 years of experience in project management, grounds maintenance, operations and safety management. Displays exceptional skills in problem-solving, team building, negotiation, leadership and departmental budgeting.

## Skills

- Budget Control and Implementation
- Construction Management
- Grounds Maintenance
- HVAC Systems
- Lean Management
- Operations and Maintenance
- OSHA Standards
- Preventive Maintenance
- Safety Compliance
- Quality Assurance Documentation

## Professional Experience

### Senior Facilities Manager

ABC Company; Madison, Wisconsin

January 2014 — Present

- Support facility in maintaining daily operational functions
- Resolve facility-related issues and lend support as needed
- Assist with the coordination of building space allocation and layout
- Review and approve equipment standards, methods and procedures

### Facilities Manager

XYZ School District; Chicago, Illinois

March 2003 — December 2013

- Oversaw a team of sixteen facilities personnel
- Performed preventative building repairs and maintenance checks
- Ensured that equipment performance aligned with regulatory compliance requirements
- Provided construction management oversight during capital expansions
- Assisted with furniture and equipment removals and assembly
- Managed third party contractors for maintenance, janitorial, security and others

## Certifications

- Certified Facility Manager (CFM) through IFMA
- Sustainability Facility Professional (SFP) Certificate Completion through IFMA

## Accomplishments

- Managed a \$20 million annual budget, including maintenance, new projects and operation consumables
- Reduced annual costs by \$250,000 by implementing an in-house training program for complex repairs and safety standards
- Co-chaired the School Facilities Committee (Wisconsin Association of School Business Officials)

## Education

Cornell University; Ithaca, NY

Bachelor of Science Degree in Facility Planning and Management (FPM)

- IFMA Accredited Program
- Focus on Workplace Strategy