

John Doe

johndoe@comcast.net

555-555-5555

Facilities Director experienced managing office operations and commercial real estate portfolio through all phases of the business cycle.

Work Experience

Company X, Chicago, IL

Director, Global Real Estate & Facilities | April 2018 – Present

Senior Real Estate Manager | July 2017 – March 2018

Real Estate Manager | January 2014 – June 2017

- Managed 450,000 SF, domestic & international lease portfolio
- Completed 85,000 SF headquarters design and renovation in 6 month timeframe
- Executed move of 500 employees at conclusion of construction over one weekend
- Implemented real estate strategy driving \$10mil EBITDA benefit
- Plan, administer, and control budgets for contracts, office equipment, and supplies
- Managed support services staff, including mailroom and reception functions
- Monitored facilities to ensure they remain safe, secure, and well-maintained

Company ABC, Chicago, IL

Senior Real Estate Analyst | July 2011 – December 2013

Real Estate Analyst | July 2009 – June 2011

Facilities Assistant | August 2005 – June 2009

- Assisted in expansion and move of 120 person sales facility in Scottsdale, AZ
- Maintained facilities lease database of over 30 active locations
- Managed construction budgets for domestic offices
- Coordinated Chicago headquarters moves, ranging from 2 to 300 people
- Assisted with remote offices renovations and relocations
- Assessment and procurement of office supply and coffee vendors, supply and equipment ordering, inventory management
- Provided mailroom services

Real Estate Company, Westchester, IL

Real Estate Broker Associate | May 2010 – December 2013

- Prepared market analysis for homes to sell in the market area
- Prepared effective advertising for local newspapers and publications
- Tendered offers, and drove negotiations to completion
- Represented buyers, sellers, and renters in real estate transactions

Education

MBA, Human Resources Management

Benedictine University
Lisle, IL

Bachelor's Degree, Finance

Elmhurst College
Elmhurst, IL

Associate's Degree, Business Administration and Management

Triton College
River Grove, IL

Licenses & Certifications

Licensed Illinois Real Estate Broker | May 2010-Present

Facility Management Professional (FMP)

Notary Public

IFMA "40 Under 40" winner | 2020