

John Doe

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EXPERIENCE

Company ABC, Chicago, IL - March 2019 to Current

Facility Manager

- Oversee 450,000 square feet of commercial high-rise space in Chicago and 5 remote offices across central US
- Manage large team of onsite fitness center, mailroom, reception, security, cafeteria, and facilities staff
- Allocate 4.7-million-dollar budget to maintenance and repairs and drive 2% cost savings each year
- Work with client business leaders to determine future needs of sites and manage expectations of a high-profile client
- Conduct monthly building inspections and solicit client feedback to proactively respond to facility issues
- Recommend capital projects and help business prioritize recommendations
- Transitioned portfolio of over 2 million square feet of office and manufacturing space to account
- Manage large and small interior renovations and office moves ranging from 1 employee to 500+ employees
- Ensure work orders, contracts, safety, and financials are meeting account KPIs

Company ABC, Chicago, IL - June 2016 to March 2019

Business Services Supervisor

- Managed work orders and purchase orders through cloud-based systems, including onboarding and training for vendors
- Scheduled cleaning, repairs, and preventative maintenance with landlord or vendors
- Conducted monthly safety and compliance inspections and created incident reports
- Developed and maintained operating budget and completed monthly variance reporting and forecasting
- Ensured contracts and COIs were up-to-date, vendors were in compliance with company standards, and invoices matched negotiated pricing
- Hosted quarterly client meeting to discuss new processes and projects and obtain feedback on performance
- Attended bi-monthly team performance reviews to discuss progress on SLAs, areas of improvement, and best practices

Company X, Chicago, IL - May 2012 to June 2016

Assistant Facility Manager

- Supervised 13 building engineers across 13 million square feet of multi-use space
- Project manager for all supply chain capital projects and developed long-range capital plan
- Solicited and reviewed multiple bids for capital projects and recommended best option to client in compliance with account requirements
- Established and monitored budgets and spending and reported variances to client
- Advised in completion of engineering site safety audits resulting in all sites achieving passing score
- Developed and reviewed maintenance and repair contracts to ensure best value and performance

EDUCATION

Ferris State University, Big Rapids, MI GPA: 3.6/4.0

Bachelor of Science, Facility Management - May 2012

International Facility Management Association

Facility Management Professional (FMP) – March 2015

HONORS & ACTIVITIES

Board Member, IFMA Chicago - September 2013 to Current

40Under40 Honoree, IFMA - August 2020

Volunteer, Development School for Youth – May 2020

Volunteer, Habitat for Humanity - November 2018

TECHNOLOGY

Proficient in Outlook, Excel, PowerPoint, OneNote, Microsoft Teams, Tableau, SI7, ServiceNow

Experience with Revit, AutoCAD, Yardi, Peoplesoft, Microsoft Project, JD Edwards, Ventura, Visual Basic, Workday