

Robert Smith

Junior Facility Manager

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 173 7 Marshville Road, Alabama

SUMMARY

A self-motivated Junior Facility Manager with attention to detail, seeking a career position where I can utilize my experience and education to help others with problem-solving and improving their lives. To obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

SKILLS

Scheduling, Planning, Lean Six Sigma, Root Cause Analysis, Troubleshooting, Budgeting, Leadership, Executive Presentation

WORK EXPERIENCE

Junior Facility Manager

ABC Corporation - October 2014 - Present

- Ensuring proper protocols and standard operating procedures are followed by all employees and participating in ride-along as necessary.
- Knowledge of operation budget and make recommendations if unforeseen circumstances arise.
- Managing the fleet of trucks and equipment, identifying all procurement and vendor service needs for each vehicle.
- Identifying all staffing levels, hiring, developing, and training a team of employees to deliver superior service and to perform daily job functions.
- Supervising employee performance to ensure all duties are completed to the highest standard and compliant with contract regulations.
- Ensuring pro-active and immediate communication with teams and leadership to resolve any issues.
- Communicating with vendors and monitor contracts regarding facility maintenance and cleanliness issues.

Facility Manager Intern

ABC Corporation - August 2013 - October 2014

- Recruited for the Operations department and gives recommendations to the General Manager on hiring, promotions, and disciplinary actions.
- Responsible for maintaining the monthly, quarterly and annual department budget, including submitting monthly financial reports to the General Manager.
- Ensured staff continually keeps locker rooms, fitness floors, and common areas clean, tidy and welcoming at all times.
- Completed operations payroll and ensured labor costs fall within budgetary guidelines
- Responsible for training staff through orientation, direction, and feedback.
- Oversaw the maintenance and repaired projects of the club, which includes maintaining communication with all departments to monitor the condition.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION