

[First Last Name]

[City, State] | [email@example.com] | [(555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Results-driven **Facilities Manager** with [X+] years of experience overseeing multi-site corporate, industrial, and office environments totaling [X] sq. ft. Proven track record in **preventive maintenance planning**, vendor management, and budget control to improve asset reliability and reduce operating costs. Adept at leading cross-functional teams, implementing **safety and compliance programs**, and optimizing space utilization to support evolving business needs. Known for data-driven decision-making, strong stakeholder communication, and delivering projects on time and within budget.

PROFESSIONAL EXPERIENCE

[Senior Facilities Manager] | [ABC Corporate Services]

[Month Year] – Present

[City, State]

- Directed facilities operations for a [X]-building corporate campus totaling [X] sq. ft., overseeing [X] technicians and coordinators while managing an annual operating budget of [\$X.XM] using [CMMS Platform, e.g., IBM Maximo / ServiceNow Facilities].
- Implemented a structured **preventive maintenance program** for HVAC, electrical, and life-safety systems, increasing planned vs. reactive work orders from [X%] to [Y%] and reducing unplanned downtime by [Z%] within [12] months.
- Led vendor sourcing and contract negotiations for janitorial, security, landscaping, and mechanical services, consolidating suppliers and achieving recurring cost savings of [X–Y%] while maintaining or improving SLA performance and occupant satisfaction scores.

[Facilities Manager] | [XYZ Manufacturing Group]

[Month Year] – [Month Year]

[City, State]

- Managed day-to-day facilities operations for a [X] sq. ft. manufacturing and office site, including building systems, production support utilities, and grounds, ensuring uptime targets and EHS standards were consistently met.
- Coordinated multiple **capital improvement projects** (office fit-outs, equipment replacements, and energy-efficiency upgrades) valued at [\$X00K+] using [Project Management Tool, e.g., MS Project / Smartsheet], delivering all projects on time and within approved budgets.
- Developed and maintained site-specific **safety, compliance, and emergency response procedures** in partnership with EHS, successfully passing [OSHA / local regulatory] inspections with no major findings over [X] consecutive years.

EDUCATION

[Bachelor of Science in Facilities Management] | [State University Name]

[Month Year] – [Month Year]

[City, State]

- Relevant coursework: [Building Systems], [Construction Management], [Occupational Health & Safety], [Energy Management].

[Professional Certification, e.g., FMP / CFM / PMP] | [Issuing Organization]

[Year] – [Year or Present]

[City, State or Remote]

- Focus areas: [Facilities Planning], [Asset Management], [Leadership & Strategy], [Operations & Maintenance].

SKILLS

- Facilities Operations:** [Preventive & Predictive Maintenance], [Work Order Management], [Vendor & Contract Management], [Custodial & Security Oversight].
- Technical & Systems:** [CMMS (e.g., IBM Maximo, ServiceNow)], [BMS/BAS Monitoring], [AutoCAD/Facility Drawings], [MS Office / Excel Reporting].

- **Health, Safety & Compliance:** [OSHA / Local Code Compliance], [Life Safety Systems], [Emergency Preparedness], [Risk Assessments], [Incident Reporting].
- **Project & Space Management:** [Capital Project Coordination], [Space Planning & Moves], [Contractor Oversight], [Renovation & Fit-Out Management].
- **Financial & Analytical:** [Budgeting & Forecasting], [Cost Optimization], [RFP Development], [KPI Dashboards], [Lifecycle Cost Analysis].
- **Soft Skills:** [Leadership & Team Development], [Stakeholder Communication], [Problem Solving], [Vendor Relationship Management], [Change Management].

SELECTED PROJECTS

[Campus Energy Optimization Initiative] | [ABC Corporate Services]

[Month Year] – [Month Year]

- Led a multi-phase energy-efficiency program including LED lighting retrofits, HVAC scheduling optimization, and BMS tuning, achieving an estimated [X%] reduction in annual energy consumption and annual savings of approximately [\$X0K].

[Headquarters Office Consolidation & Fit-Out] | [XYZ Manufacturing Group]

[Month Year] – [Month Year]

- Managed facilities scope for consolidating two offices into a new [X] sq. ft. headquarters, coordinating with architects, general contractors, and IT to deliver a modern, flexible workspace for [X] employees with minimal disruption to operations.