
FACILITY MANAGEMENT PROFESSIONAL

Troubleshooting • Equipment Repair • Environmental Systems • HVAC/R • Staff Training & Supervision • Purchasing • Inventory Management • Shipping & Receiving • Emergency Management • Electrical Systems • Security Systems • Disaster Planning • Safety • Regulatory Compliance • Customer Service

Self-driven, goal-focused manager and team player with years of progressive success in diverse environments. Astute analyst, strategic thinker, and creative problem solver. Personable, articulate and persuasive. Able to formulate best solutions based upon complex operational requirements to lower costs, improve bottom line profitability, and ensure high customer satisfaction. Outstanding trainer and customer service provider.

CAREER TRACK

BUILDING FACILITIES SUPERVISOR
INTERCALL, INC.

2006 - 2008
Wayne, New Jersey

Direct the Facilities Department serving a 50,000 square foot facility with 200 employees. Work with senior management identifying ongoing and special requirements to lower costs, maintain equipment and infrastructure, and quickly evaluate and develop solutions to address emergency situations. Train and supervise assigned maintenance staff. Administer annual budget. Develop / improve maintenance policies and procedures. Maintain high level of safety throughout the plant. Highly detail oriented to ensure a clean and safe environment to maximize employee production. Manage multiple tasks simultaneously without compromising normal operations. Trained and qualified to balance contractor appraisals with emphasis on goals and recommendations.

- ▶ Responsible for scheduling, planning, and managing generator maintenance, FM 200 Fire Suppression System testing, UPS battery system load testing.
- ▶ Lead efforts developing procedures to facilitate normal operations during various emergency scenarios.
- ▶ Able to recognize systems malfunctions that include HVAC-breathing air, lighting, and more upon a quick site inspection.
- ▶ Since hire, built a track record of successfully managing numerous emergencies, including buy out transitions, and roof and flood emergencies.

FACILITIES TECHNICIAN
ECI

2002 - 2006
Wayne, New Jersey

Played a key role overseeing and directing overall facilities maintenance, as well as effectively handling emergency situations in a timely manner. Troubleshot issues, formulated, and implemented solutions to achieve management expectations in a timely manner, as well as ensured routine facilities maintenance requirements fully met corporate and department expectations. Areas of expertise included electrical, mechanical, and construction, as well as security requirements for all areas of the facility.

- ▶ Performed maintenance utilizing technical manuals and other documents. Ensured high level of safety, and reduced / eliminated costly downtime and interruptions to employee productivity.
- ▶ As required, escalated situations, and closely monitored work performed, assisting as required in closing trouble tickets.

WAREHOUSE SUPERVISOR
FINE ARTS ENGRAVING

1999 - 2001
Union City, New Jersey

Supervised, trained, and oversaw materials handlers on a daily basis. Utilized expertise in paper and materials utilized in the printing industry to support production requirements.

- ▶ Oversaw shipping and receiving departments, including staff training, process development, safety compliance, quality assurance, and cost reduction.

Continued

- ▶ Managed quoting, pricing, and purchasing of paper stock, approved billing, and served as supervisor of the prep litho department. In addition, managed warehouse maintenance requirements.

SHIPPING & RECEIVING SUPERVISOR
FINE ARTS GRAPHICS

1994 - 1999
Union, New Jersey

Responsible for accurate material receiving, documentation, and stocking requirements.

- ▶ Trained employees, and closely monitored work to meet management goals.
- ▶ Supervised labeling, packing, weighing, and shipping using approved carriers.
- ▶ Received and efficiently stocked incoming materials.

WAREHOUSE SHIPPING COORDINATOR
THE BANK OF NEW YORK

1985 - 1993
Secaucus, New Jersey

Supervised warehouse employees picking, packing, and preparing shipments of a wide range of supplies to support banking operations for all branches. Accurately received materials, updated records, and distributed items for efficient warehouse operations.

- ▶ Interfaced with UPS, FedEx, DHL, and trucking to ensure logistics requirements met effectively.
- ▶ Maintained accurate control of inventory, including items being shipped out.
- ▶ Performed warehouse maintenance as required.

LEARNING CREDENTIALS

BSBM

University of Phoenix
3.39 GPA

2008
Jersey City, New Jersey

ASSOCIATES DEGREE
Essex County College

1989
Newark, New Jersey

Additional courses, seminars and workshops include:

International Marketing – Jersey City State College

CERTIFICATES & LICENSES

Facilities Management Certification – In Progress • Certification, Center For the Media Arts, New York, New York • Graphic Arts / Presentation Skills, Composition, Layout, Design, Electronic Layout, Business Graphics, Video Graphics

ORGANIZATIONS & ASSOCIATIONS

Member, International Facilities Management Association (IFMA), New Jersey Chapter

MILITARY SERVICE

United States Navy

Assistant Navigator • Fire control qualified • Member, ship's security team
Letter of Commendation, Commanding Officer, USS *Thorn* • Honorable Discharge

PERSONAL

Fluent in Spanish & English

REFERENCES AND FURTHER DATA PROVIDED UPON
ESTABLISHMENT OF MUTUAL INTEREST