

## Objective

To contribute to the growth of a company and to grow professionally, in many respects.

## Skills

Office Management, Operations Management.

## Work Experience

### Assistant Facilities Manager II

**CITY OF KNOXVILLE** - May 2000 – 2020

- Scheduled the project in logical steps and budget time required to meet deadlines.
- Conferred with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Prepared and submit budget estimates, progress reports, or cost tracking reports.
- Interpreted and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Planed, organized, or directed activities concerned with the construction or maintenance of structures, facilities, or systems.
- Took actions to deal with the results of delays, bad weather, or emergencies at a construction site.
- Inspected or review projects to monitor compliance with building and safety codes, or other regulations.

### Assistant Facilities Manager

**Delta Corporation** - 1997 – 2000

- Responsible for day-to-day implementation of agency policies and procedures to ensure office appearance and safety Manage projects pertaining to .
- Scheduling and Coordinating Seminars and Workshops in Conference Rooms Ensuring that building is kept functional for a safe working environments for .
- Facilitated office growth from just under 100 employees to approximately 480 within two years Assist in strategic planning, asset management, .
- Manage warehouse in the absence of the Manager, generate paperwork, pull orders, inspect product, load truck, and deliver product to customers using .
- Property Standards Conducted annual Facilities Assessments for each property to determine capital need prioritization Assured compliance with all .
- Strategically coordinate conflicting schedules for client and company Confidently construct proposals for various company needs Management of 30 .
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

Associates in Ministerial Education - (COVENANT LIFE CHRISTIAN COLLEGE - Lake City, TN)