MASON WILSON

Lead Building Coordinator

support@qwikresume.com (123) 456 7899 ?

Los Angeles 😯 www.qwikresume.com

PROFESSIONAL SUMMARY

Strategically focused Lead Building Coordinator with a decade of experience driving facility operations and tenant satisfaction. Expertise in managing maintenance teams, implementing safety protocols, and optimizing resource allocation. Committed to enhancing efficiency and fostering a collaborative environment that meets the diverse needs of stakeholders. Ready to leverage my extensive background to contribute to your organization's success.

WORK EXPERIENCE

Lead Building Coordinator

Mar / 2018-Ongoing

Blue Sky Innovations

Thicago, IL

- 1. Supervised operations in three collegiate multipurpose recreational facilities, ensuring compliance with safety and operational standards.
- 2. Trained and evaluated a diverse team of student employees, enhancing service quality and operational efficiency.
- 3. Welcomed guests and provided comprehensive information about facility history, memberships, and amenities, improving customer engagement.
- 4. Initiated and implemented emergency action plans in collaboration with the Department of Public Safety, enhancing safety protocols.
- 5. Oversee daily building operations to ensure a safe and efficient environment.
- 6. Managed building schedules, security measures, and financial transactions, maintaining operational integrity.
- 7. Compiled daily reports on incidents and patron attendance, contributing to data-driven decision making.

Building Coordinator

Mar / 2015-Mar / 2018

Lakeside Apparel Co

Thicago, IL

- 1. Onboarded new members while assessing and improving membership processes for efficiency.
- 2. Collaborated with the NFB Membership Committee to enhance service delivery and member engagement.
- 3. Coordinated initiatives to boost membership numbers and improve services for existing members.
- 4. Collected and organized extensive membership data for strategic analysis and reporting.
- 5. Streamlined communication processes to ensure members access vital resources effectively.
- 6. Facilitated training programs for affiliate chapter leaders, enhancing leadership skills within the organization.

EDUCATION

Bachelor of Science in Facility Management

Mar / 2012-Mar / 2015

University of Central Florida

♣ Phoenix, AZ

Focused on facility operations, safety management, and resource optimization.

SKILLS

Quality Control

Conflict Resolution

Building Codes Knowledge

Energy Management

ACHIEVEMENTS

Implemented a new maintenance tracking system that improved response time by 30%.

Developed and executed safety training programs resulting in a 50% reduction in incidents.

Increased tenant satisfaction scores by 25% through enhanced communication strategies.