

# Director Of Facilities Management

## ROBERT SMITH

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### Objective

Searching for a career opportunity in a director/manager position within the real estate/facilities and or project administration arenas.

### Skills

MS Office Suite, CMMS Systems, Work Order Systems, SAP.

### Work Experience

#### Director Of Facilities Management

**Covenant Holdings Group. Dennys Resteraunt** - 1980 - 2020

- Perform all preventive maintenance.
- On all equipment for up to 11 resteraunts.
- Fix all cooking equipment.
- Remodel and build new locations.
- Install grease traps and dig broken drain lines.
- Window replacement.
- Refrigeration including freezers and coolers.

#### Director Of Facilities Management

**Delta Corporation** - 2009 - 2012

- Selected by ownership to spear-head and oversee the entire Facilities Management department in New York City, after two years under my supervision, .
- Complete revision of Plant Operations, EVS and Laundry Policies and Procedures to comply with JC EOC standards.
- Developed Emergency Preparedness Plan compliant with JC and FEMA and Homeland Security requirements.
- Developed vendor selection and monitoring policies and procedures.
- These policies allowed contracts to be created and effectively monitored resulting in savings of over \$25k annually.
- Provided direct management of operations and maintenance, engineering, energy management, housekeeping, grounds, and other related facility services .
- Responsible for opening up new facilities including Coordinating all activities related to the installation of new equipment at the facility and .

### Education

high school - 1968(Sharon high school - Sharon, PA)