

LIAM ANDERSON

Facility Coordinator

support@qwikresume.com (123) 456 7899 Los Angeles
www.qwikresume.com



PROFESSIONAL SUMMARY

Dedicated Facility Coordinator with 2 years of experience in optimizing operational efficiency and enhancing workplace environments. Skilled in managing facility services, vendor relationships, and maintenance coordination to ensure seamless operations. Committed to fostering a positive atmosphere through exceptional communication and proactive problem-solving, driving improvements that benefit both staff and organizational goals.

WORK EXPERIENCE

Facility Coordinator

Seaside Innovations

1. Serve as the primary contact for facility-related inquiries, ensuring timely responses and resolutions.
2. Oversee maintenance schedules and coordinate with vendors for timely repairs and services.
3. Develop and implement processes to enhance operational efficiency and reduce costs.
4. Manage inventory and procurement of office supplies, ensuring optimal stock levels.
5. Conduct regular inspections of facilities to ensure compliance with safety and health regulations.
6. Prepare reports on facility operations and maintenance activities for management review.
7. Assist in planning and coordinating company events, ensuring logistical success.

Apr / 2024-Ongoing

Santa Monica, CA

Facility Coordinator

Lakeside Apparel Co

1. Assist in maintaining the cleanliness and functionality of the facility.
2. Coordinate landscaping and outdoor maintenance activities.
3. Oversee the setup and breakdown of meeting spaces for various events.
4. Manage the scheduling and use of shared facilities and resources.
5. Support renovation projects by liaising with contractors and vendors.
6. Implement energy-saving initiatives to reduce utility costs.

Apr / 2023-Apr / 2024

Chicago, IL

EDUCATION

Bachelor of Science in Facility Management

University of Central Florida

Focused on principles of facility planning, maintenance, and management.

Apr / 2022-Apr / 2023

Chicago, IL

SKILLS



ACHIEVEMENTS

- Streamlined office supply ordering process, reducing costs by 15%.
- Implemented a maintenance tracking system that improved response times by 20%.
- Coordinated successful facility upgrades that enhanced employee satisfaction ratings.