

# AVA DAVIS

## Facility Director I

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### PROFESSIONAL SUMMARY

Strategic Facility Director with 10 years of experience in managing operational functions and enhancing facility performance. Adept in budget management, team leadership, and compliance with safety regulations. Proven ability to implement innovative solutions that drive efficiency and sustainability while ensuring a safe and productive environment for all stakeholders.

### WORK EXPERIENCE

#### Facility Director I

Blue Sky Innovations

📅 Jun / 2018-Ongoing

📍 Chicago, IL

1. Provided administrative support to enhance departmental operations.
2. Prepared detailed reports and presentations for management reviews.
3. Coordinated meetings and managed logistics for various events.
4. Organized travel arrangements and itineraries for staff.
5. Maintained internal databases and updated the facility management system.
6. Managed departmental purchases using corporate credit card to ensure compliance with budget.
7. Conducted monthly reconciliations of expenses and reports.

#### Facility Director

Cactus Creek Solutions

📅 Jun / 2015-Jun / 2018

📍 Phoenix, AZ

1. Oversaw daily operations of the facility, managing a team of three engineers.
2. Developed and monitored the annual operating budget for efficient resource allocation.
3. Implemented a proactive preventive maintenance program to enhance system reliability.
4. Managed vendor relationships to ensure quality service and compliance with contracts.
5. Directed the operation and maintenance of HVAC, plumbing, and electrical systems.

### EDUCATION

#### Bachelor of Science in Facilities Management

University of Southern California

📅 Jun / 2012-Jun / 2015

📍 Denver, CO

Focused on facility operations, maintenance management, and safety compliance.

### SKILLS

Facility Maintenance

Preventive Maintenance

Project Management

Budget Management

### ACHIEVEMENTS

- ★ Developed a comprehensive maintenance program that reduced downtime by 30%.
- ★ Implemented cost-saving initiatives that resulted in a 15% reduction in operational expenses.