



NOAH WILLIAMS

Facility Operations Manager - Entry Level

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PROFESSIONAL SUMMARY

Enthusiastic Facility Operations professional with 2 years of experience in managing day-to-day operations and enhancing facility efficiency. Adept at coordinating maintenance, ensuring compliance, and fostering vendor relationships. Committed to driving operational excellence and creating a safe environment through effective processes and teamwork.

WORK EXPERIENCE

Facility Operations Manager - Entry Level

📅 Feb / 2024 - Ongoing

WidgetWorks Inc.

📍 Denver, CO

- 1. Managed facility operations for an independent professional baseball team, ensuring smooth daily activities.
- 2. Supervised and mentored a team of 40, promoting a culture of safety and efficiency.
- 3. Administered a comprehensive budget of \$150,000, aligning resources with operational needs.
- 4. Collaborated with IT to integrate technology solutions for enhanced facility management.
- 5. Updated capital project budgets, prioritizing strategic initiatives for maximum impact.
- 6. Lead a team of maintenance and operations staff effectively.
- 7. Conducted regular facility inspections to ensure compliance with safety regulations and standards.

Facility Operations Manager

📅 Feb / 2023-Feb / 2024

Cactus Creek Solutions

📍 Phoenix, AZ

- 1. Managed daily facility operations and maintenance at the St. Jude Target House, ensuring a safe environment.
- 2. Scheduled aircraft for training 48 flight students daily, facilitating the training of over 200 pilots.
- 3. Led the startup of a highly automated 1.6 million square foot distribution center, optimizing workflow.
- 4. Oversaw final construction stages, ensuring timely completion and operational readiness.
- 5. Recruited and hired highly technical maintenance technicians, building a skilled team.
- 6. Developed standard operating procedures to enhance efficiency and safety in facility operations.

EDUCATION

Bachelor of Science in Facility Management

📅 Feb / 2022 - Feb / 2023

University of Illinois

📍 Portland, OR

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

SKILLS

Facility Maintenance Management

Data Analysis And Reporting

Decision Making

Workforce Management

Health & Safety Standards

Facility Security

INTERESTS

✈ Travel

🧘 Yoga

🗣 Language Learning

🎵 Music

STRENGTHS

★ Motivation

🔍 Criticality

⚙ Optimism

✔ Accountability

LANGUAGES



English



Italian



Russian

ACHIEVEMENTS

★ Streamlined facility service schedules, leading to a 15% reduction in operational costs.

★ Implemented a new vendor management system that improved service delivery times by 20%.

★ Achieved a 98% compliance rate during safety audits through proactive maintenance strategies.