

SOPHIA BROWN

Facility Operations Manager

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PROFESSIONAL SUMMARY

Innovative Facility Operations Manager with 7 years of comprehensive experience in optimizing facility management and operational processes. Proven ability to enhance efficiency, ensure compliance, and lead cross-functional teams. Committed to fostering a secure, productive environment through strategic planning and sustainable practices.

WORK EXPERIENCE

Facility Operations Manager 📅 Feb / 2021-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

1. Managed facility operations, including budget preparation and adherence to financial constraints.
2. Oversaw demolition and tenant improvement projects, ensuring timely completion and quality standards.
3. Collaborated with architects and contractors to facilitate effective project execution.
4. Ensured compliance with all applicable codes and regulations, including OSHA and ADA standards.
5. Implemented security measures, including access control and surveillance systems to safeguard personnel and property.
6. Coordinated cross-departmental initiatives to enhance operational efficiency.
7. Developed and managed environmental health and safety programs, improving workplace safety standards.

Facility Operations Manager 📅 Feb / 2018-Feb / 2021
Crescent Moon Design 📍 Portland, OR

1. Provided operational support in a 107,000 sq. ft. facility housing over 500 employees.
2. Managed HR functions, overseeing a team of specialists and administrative staff.
3. Coordinated vendor management, ensuring all facility needs were met efficiently.
4. Maintained a safe and clean environment for gym patrons, supervising a staff of 30+ undergraduate employees.
5. Responsible for the daily operational readiness of the university center.

EDUCATION

Bachelor of Science in Facility Management 📅 Feb / 2015 - Feb / 2018
University of Central Florida 📍 Chicago, IL

Focused on facility operations, management strategies, and environmental health.

SKILLS



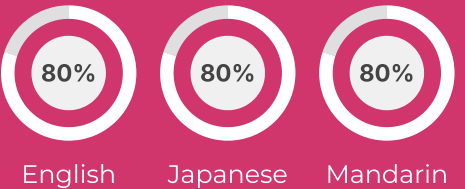
INTERESTS

- ✏ Drawing ✏ Writing
- 🏠 Architecture 🎬 Film

STRENGTHS

- ★ Motivation 🍃 Humility
- ☰ Detail-oriented ↔ Flexibility

LANGUAGES



ACHIEVEMENTS

- ★ Implemented energy-efficient systems, reducing costs by 20%.
- ★ Led a facility upgrade project that increased operational capacity by 30%.