[Street Address]

[City, ST ZIP Code]

[Telephone] | [Website]

[Email]

Jordan Ellis

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| Objective |  | Passionate Facilities Manager with a robust background in orchestrating facility operations, spearheading project management, and fostering vendor relations. Aspiring to leverage a wealth of experience in a dynamic role to facilitate operational excellence and workforce productivity. |
| Professional Achievements |  | Facility Management Extensive experience in managing facility operations, optimizing workflows, and implementing maintenance schedules for operational efficiency. Project Management Skilled in planning, executing, and closing projects, managing each phase meticulously and ensuring alignment with organizational objectives. Vendor Management Experienced in cultivating robust relationships with vendors, negotiating contracts, and ensuring service quality and reliability.  **SAFETY COMPLIANCE**  Adept at enforcing strict safety policies and regulations to maintain a secure, hazard-free working environment. |
| Work History |  | Facilities Manager | XYZ Corporation | Seattle, WA [Dates From – To] Facilities Coordinator | ABC Inc. | Seattle, WA [Dates From – To] |
| Education |  | Bachelor of Science in Facility Management | University of Washington You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. |
| References |  | [Reference Name] [Title, Company]  [Contact Information] [Reference Name] [Title, Company]  [Contact Information] |