Jordan Ellis

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# OBJECTIVE

Dedicated Facilities Manager bringing over 10 years of comprehensive experience in facility management and operational oversight. Adept at implementing optimized policies that enhance productivity and work environment safety. Eager to contribute expertise in project management, vendor negotiation, and team leadership in a challenging role.

# EXPERIENCE

## Facilities Manager

### XYZ Corporation | Seattle, WA Feb 20XX – Jan 20XX

Oversaw facility operations, ensuring smooth daily operations, maintenance, and security. Enhanced operational efficiency through the development of robust facility management policies. Spearheaded negotiations with vendors, optimizing contract terms and service quality.

## Facilities Coordinator

### ABC Inc. | Seattle, WA Jul 20XX – Jun 20XX

Played a key role in coordinating essential maintenance and repair activities, ensuring facility longevity. Innovated in space planning initiatives, achieving enhanced workspace utility and employee satisfaction.

# EDUCATION

## Bachelor of Science in Facility Management

### University of Washington | Seattle, WA Jun 20XX

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

# Certifications

* Certified Facility Manager (CFM)
* Facility Management Professional (FMP)
* Leadership in Energy and Environmental Design (LEED)

# Skills

* Facility and Project Management
* Vendor Negotiations
* Budget Management
* Maintenance Coordination and Safety Compliance