
Facility Operations Manager Resume

Job Objective

To obtain a position as Facility Operations Manager with an established company in where I can enhance my skills and help the company to grow.

Highlights of Qualifications:

- Experience in planning and documenting processes in chemical industry
 - Outstanding knowledge of government hazardous chemical regulations
 - Operational knowledge of financial service processes
 - Ability to maintain all plant equipments
 - Ability to perform all repair
 - Ability to interpret engineering drawings
 - Excellent skills in Microsoft Office applications
 - Sound skills to multitask and prioritize work
 - Good understanding of business principles
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Professional Experience:

Facility Operations Manager

Airgas, Beltsville, VA

October 2008 – Present

- Provided training to all operation associates.
- Coordinated with account representative and acquired new businesses.
- Evaluated and maintained all customer ASP records.
- Developed and executed all new operations efficiently.
- Supervised all branch administration processes for business unit.
- Documented and maintained HR procedures for facility activities.
- Performed hazard assessment for all workplace processes.
- Attended various monthly safety meetings.

Facility Operations Analyst

Global Trng Logistics, Beltsville, VA

August 2003 – September 2008

- Oversee efficient working of all maintenance technicians.
- Planned and organized support services for special projects.
- Developed and maintained facility equipment preventative maintenance program.
- Monitored and identified equipment malfunctions and resolved it.
- Scheduled and obtained equipment certification.
- Maintained knowledge on all safety procedures.

Facility Operations Specialist

National Park Service, Beltsville, VA

May 1998 – July 2003

- Administered and implemented site maintenance activities.
 - Ensured compliance to all facility standards for program.
 - Prepared operation budget and performed preventative maintenance.
 - Managed and provided response to all emergency situations.
 - Supervised all labor projects and associated activities.
 - Inspected all site security and fire alarm systems.
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Education:

Bachelor's Degree in Construction Management

Iona College, New Rochelle, NY

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