

# Lynn Cooper

## Facilities manager

### AREAS OF EXPERTISE

*Property management*

*Space management*

*Buildings and grounds*

*Procurement and contracts*

*Health & safety*

*Soft / hard facilities management*

*Maintenance*

### PROFESSIONAL

*NEBOSH*

*Certificate in Managing Safety*

### PERSONAL SKILLS

*Organised*

*Communication skills*

*Flexibility*

### PERSONAL DETAILS

*Lynn Cooper  
34 Anywhere Road  
Coventry  
CV6 7RF*

*T: 02476 888 5544*

*M: 0887 222 9999*

*E: [lynn.c@dayjob.com](mailto:lynn.c@dayjob.com)*

*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A experienced facilities manager from a electrical engineering background, with invaluable managerial experience. Highly focused with a comprehensive knowledge and understanding of various sectors such as operations, estates, technical services, asset or property management. A consistent track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing productivity.

Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable facilities manager /consultancy position.

### WORK EXPERIENCE

#### *Coventry Community Housing – Coventry*

**FACILITIES MANAGER** June 2008 - Present

Organizing and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling.

#### *Duties:*

- Responding appropriately to tenant's emergencies or urgent issues as they arise.
- Coordinating and leading a team or teams of staff to cover various areas.
- Responsible for the management of services and processes.
- Responsible for building maintenance repairs and services.
- Managing, scheduling and coordinating assigned real estate services.
- Comparing costs for required goods / services to achieve maximum value.
- Planning best allocation and utilization of space & resources for new buildings.
- Checking that agreed work by staff or contractors has been completed satisfactorily.

### KEY SKILLS AND COMPETENCIES

- Able to liaise with tenants of commercial and residential properties.
- Preparing documents to put out tenders for contractors.
- Liaising with relevant government agencies as required.
- Keeping senior management informed of all changes in my areas of responsibility.
- Able to liaise with Space Planner, HSE, Security, Sub-Contractors etc.
- Experience of recruitment, induction and training of a Maintenance team.
- Control of a Facilities P&L with responsibility for managing budgets and costs.
- Liaise with and source suppliers for maintenance services.
- Overall responsibility for security on all sites.
- Responsible for site maintenance like: HVAC, Electrical, Fire Alarms, FFE, Building/Civil Works etc.

### ACADEMIC QUALIFICATIONS

BA (Hons) Management Studies

*Nuneaton University 2005 - 2008*

A levels: Maths (A) English (B) Technology (B) Science (C)

*Coventry Central College 2003 - 2005*

REFERENCES – Available on request.

---

**Copyright information - Please read**

© This [CV template](#) is the copyright of Dayjob Ltd August 2010. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site [www.dayjob.com](http://www.dayjob.com). However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this Facilities manager CV template please email: [info@dayjob.com](mailto:info@dayjob.com).