

LOUANNA MINISSALE

Facilities Coordinator

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(189) 307-3368

1234 Elm Street, Boise, ID 83702



PROFILE

Dedicated Facilities Coordinator with 1 year of experience in effectively overseeing and managing facility operations, maintenance, and vendor relations. Demonstrates strong organizational and multitasking abilities in coordinating daily activities, ensuring safety and compliance, and optimizing resources. Adept at fostering a positive work environment and implementing cost-saving measures to support business objectives.

LINKS

[linkedin.com/in/louannaminissale](https://www.linkedin.com/in/louannaminissale)

SKILLS

AutoCAD

HVAC systems

Preventive maintenance

Space planning

Energy management

Building automation

Fire safety

LANGUAGES

English

Bengali

HOBBIES

Gardening

EMPLOYMENT HISTORY

Facilities Coordinator at CBRE Group Inc., ID

May 2023 - Present

- Successfully reduced energy consumption by 15% in the first year by implementing energy-efficient practices and technologies, resulting in cost savings of over \$50,000 for the company.
- Coordinated a large-scale office relocation project, involving the seamless move of over 250 employees to a new facility within a tight deadline of 2 months, ensuring minimal downtime and disruption to business operations.
- Implemented a preventive maintenance program that reduced equipment downtime by 20% and increased overall facility efficiency, contributing to an annual cost savings of \$30,000 in repair and maintenance expenses.
- Managed a team of 10 facility technicians, consistently achieving a 95% satisfaction rate on internal customer service surveys while maintaining a high level of safety and compliance with all regulatory requirements.

Assistant Facilities Coordinator at JLL (Jones Lang LaSalle), ID

Sep 2022 - Apr 2023

- Successfully managed a building maintenance budget of over \$1 million, resulting in a 10% cost reduction by optimizing vendor contracts and implementing energy-efficient solutions.
- Streamlined the work order system, increasing efficiency by 25% and reducing response time for urgent requests from an average of 6 hours to 4 hours.
- Coordinated and executed a major office space renovation project involving 20,000 square feet, completed within a tight deadline of 3 months and under budget by 5%.
- Implemented a preventive maintenance program for all critical equipment, reducing downtime by 30% and extending the lifespan of assets by an average of 15%.

EDUCATION

Associate of Applied Science in Facilities Management at College of Southern Idaho, Twin Falls, ID

Sep 2018 - May 2022

Relevant Coursework: Facilities Planning and Design, Building Systems and Operations, Project Management, Energy Management, Building Codes and Standards, Safety and Risk Management, Environmental Management, and Maintenance Technologies.

CERTIFICATES

Facility Management Professional (FMP)