

To whom this may concern,

Your posting for the facilities position indicated requirements that closely match my background and expertise. I have included my resume to provide a summary of my qualifications, background and education for your review.

Throughout my career, I have maintained the highest performance standards within a diverse range of customer and student services, I have experience in many aspects of facilities. I have been responsible for overseeing the maintenance in existing buildings and facilities to ensure a safe, comfortable environment on a daily basis by making expedient, sound decisions relating to maintenance operations. From offering support to the office and communicating effectively and collaboratively with different departments in the company, my background has prepared me to excel in this role. My ability to connect with individuals and establish trusting relationships, along with my strong communication and analytical capabilities, position me to thrive in this challenging field.

With the exceptional accomplishments in my past careers, in addition I am highly resourceful, goal-oriented, and highly motivated individual. Co-workers and supervisors have often commended my team-building skills and my willingness to work beyond the job description to achieve organizational goals. Once you have had the opportunity to review my credentials in detail, I would welcome the opportunity to have a personal interview and further demonstrate how I can bring immediate benefit in this position. I will make myself available at your convenience and look forward to your response. Thank you in advance for your time, interest, and consideration.

Kindest regards,

Dan L. Bolden

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Email: Danbolden@icloud.com

Ph: [REDACTED]

Highly motivated, results-oriented and detailed professional with over 10+ years of experience on building maintenance, custodial and grounds. Providing quality customer service, team leadership and developing maintenance and operational budgets in a challenging, creative, and changing environment. Highly skilled at networking, developing standard operating procedures, detailed documentation and analysis and increasing sales while keeping profitable margins, building partnerships with vendors through excellent persuasive communication skills with a strong customer focus.

◆ Skills ◆

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|---|-----------------------------|---|------------------------|---|----------------------|
| ✦ | ✦ Customer Service | ✦ | ✦ Employee Training | ✦ | ✦ Negotiation |
| ✦ | ✦ Safety/Emergency Training | ✦ | ✦ Strategic Oversight | ✦ | ✦ Policy |
| ✦ | ✦ Vendor management | ✦ | ✦ New Build experience | | ✦ Implementation |
| | ✦ Team Training | | | | ✦ Project Management |
| | ✦ Budget Management | | | | ✦ Adaptability |

◆ Professional Experience ◆

Palm Beach School District, West Palm Beach, FL

(April 2020-Present)

General Manager-Facilities

Oversee Palm Beach School district custodial, maintenance and landscaping/grounds units, which includes ensuring that all vendors meet contractual obligations, preventative maintenance, reporting, work orders, reviewing staffing levels, departmental annual performance reviews, internal inspections and reviews of grounds and manage appropriate building codes and environmental regulation.

Coordinates and communicate with academic and administrative staff to ensure planned maintenance efforts do not conflict with instructional needs as well as respond to afterhours corrective and emergency work orders for roughly 30 million square feet.

Manages departmental staff during emergency operations, which includes inclement weather, utility outages, etc. along with manage and advise personnel of the department in safety precautions and practices to be exercised in the use of equipment and vehicles.

Develops and manages departmental budget in collaboration with business office, including preparing budget requests, expenses, authorize expenditures.

Coordinates logistic support for the facility maintenance, custodial and grounds work force, as well as coordinated and scheduled in house crews performing multi-craft projects, which includes participating in the planning process for capital projects to ensure maintainability of buildings and landscape.

Collaborates with procurement department for annual contracts with State of Florida purchasing requirements, as well as responsible for all State Requirements for Educational facilities, environmental regulations and other building codes and regulations impacting school maintenance and construction.

Leads and manage organizational change in order to accomplish ambitious objectives while enhancing departmental performance and efficiency and building productive relationships and credibility throughout the district

Leverages technology, knowledge, and process management to continually increase the efficiency and effectiveness of the facilities organization.

Works in close partnership with the Chief Operating Officer to align business, administrative and financial management strategies across operational units.

Leads and supports sustainability objectives in both operating and capital programs, including energy management from a demand management and procurement perspective.

Key Achievements:

Established a monthly newsletter for the department that was distributed to all department employees.

Development "Clean Talk" instructional and informative videos to inform all 180 Palm Beach Schools of proper Covid-19 protocols.

Waverly Community Schools, Lansing, MI
Administrator

(April 2018-2020)

Monitored schedules and procedures for the regular, on -going maintenance and custodial care of school and office facilities of the district and ensures that supplies are available.

Interviewed potential employees for hire along with evaluates and provides in -services for staff; directs the activities of subordinate supervisors; and maintains records as required.

Maintained relevant OSHA (Occupational Safety and Health Administration) and MSDS (Material Safety Data Sheet) records.

Provides emergency preparedness leadership as well as directs the preparation of and submits reports on department activities as required by local, state and federal authorities.

Develops, submits, monitors, and controls department budget; and recommends purchase of equipment as well as inspected buildings and conferred with academic and administrative staff regarding custodial and maintenance work required.

Grand Rapids Building Services (GRBS), Grand Rapids, MI

(2016-2018)

Regional Operations Manager

Five years of directing and operations management, including hiring and coaching an underperforming team to excellence.

Managed and supervised department operations daily including sales, purchases, inventory, audit, and distribution.

Provided face to face customer relations and consulting, incorporating quick response time for customer concerns and issues.

Managed KPI's, Payroll, Training and Development, Marketing.

Fostered effective communication and collaboration within the facilities organization while serving as a staff advocate who supports high quality, innovative programs to attract, develop, motivate, and retain a diverse workforce.

Key Achievements:

Successfully managed a 10-million-dollar budget in the "black" for 2 years with 150 people at 50 different locations.

Advised on how to build rapport clients and expand to more markets throughout Michigan.

Modernistic, Lansing, MI Operations Manager

Two years of operating a successful team along with directed employees and oversight of daily budgets and quality control of sales.

Promoted to this position in December 2014 after establishing an excellent record of performance by achieving and continually maintaining profit-loss budgets.

Assisted with team building, project management, staffing and human resource tasks.

Provide profit and lost budgeting to the department and company.

Provide numerous customer relations and networking.

Key Achievements:

Recognized with two promotional advancements during 2-year tenure at Modernistic.

Reorganized sales department by creating new sales goals and forecasting annual sales projections.

◆ Academic Credentials ◆

Central Michigan University, Mt. Pleasant, MI

Bachelor of Science (2012)

Minor: Leadership