

Priya Patel

Facilities Manager

(123) 456-7891 | priyapatel@bandana.com | New York, NY | bandana.co/profile/priyapatel

PROFESSIONAL SUMMARY

Dedicated professional with a diverse background in project management and facility coordination. Adaptable to varying work environments, with experience in both corporate office spaces and retail locations. Proven skills in vendor management, team leadership, and cost reduction strategies, with an ability to effectively transfer these skills to the role of Facilities Manager.

WORK EXPERIENCE

Assistant Store Manager

LMN Retailers, New York · January 2022 – Present

- Oversaw store operations including inventory management and facilities upkeep, contributing to an improved customer experience.
- Managed vendor relationships for routine maintenance and emergency repairs, honing negotiation and management skills.
- Assisted in monthly budget planning, reducing operational costs by 15% over the course of one year.
- Coordinated staff schedules and managed a team of 20+ associates, demonstrating leadership and organizational skills that can be applied to managing a facilities team.

Project Coordinator

OPQ Inc., New York · June 2019 – December 2021

- Assisted in coordinating various projects from inception to completion, gaining exposure to resource allocation and schedule management.
- Liaised between different departments to ensure smooth communication and execution of projects.
- Organized regular project meetings, aiding in project status tracking and performance reporting.
- Worked closely with facilities team to arrange workspace for new projects, gaining insight into space management and facilities coordination.

EDUCATION

Bachelor of Arts in Business Administration, Manhattan Community College

New York, New York

SKILLS / LANGUAGE / CERTIFICATIONS

- *Hard skills:* Vendor Management, Budgeting, Project Coordination, Staff Scheduling, Inventory Control
- *Soft skills:* Communication, Leadership, Adaptability, Problem-Solving, Time Management
- *Language:* English (Fluent), Hindi (Intermediate)

INTERESTS

Yoga, reading, volunteering at local community center, gardening, cooking

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