

# Robin Davidson

1324 Oakland Circle • North Aurora, IL 60542 • 630-907-6121 • robind965@gmail.com

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## SUMMARY

**Facilities Services Professional** with 18 years experience working for Fortune 500 and educational facilities. Proven abilities in all aspects of facilities management to include asset preservation through corrective and preventative maintenance, life safety and security. Skill set includes:

- Supervision of Staff
- Vendor Management
- Green/Recycling Initiatives
- Excellent organizational skills
- Continuous process improvement
- Procurement/Bids and RFP's
- Capital and Expense Budgeting
- Project Management
- Strong customer service skills and relationship building

## EXPERIENCE

JOHNSON CONTROLS (T-MOBILE USA), Downers Grove, IL Jan/2009-Present  
**Area Facilities Manager**

Responsible for T-Mobile USA Central Regional Business Office (RBO) to include all facility services for 55,000 square foot/three floor site.

- Project management for site upgrades/remodels.
- Manage on site safety processes (OSHA, EPA, ERT)
- Oversee site security and provide facility support availability 24/7x365.
- Point of contact for landlord to include interaction with legal and lease compliance to manage lease obligations.
- Manage IKON on site vendor as well as of all off site vendors in support of RBO.
- Inspection of facility on a daily basis to include the input and follow up of service requests in CMMS system.
- Participate in customer reviews and follow up to customer survey responses with action plans and resolution. Meet with key site personnel in support of initiatives.
- Semiannual site assessments of RBO and satellite sites.
- Develop and maintain space utilization process for engineering and retail sales personnel.

STARBUCKS COFFEE COMPANY, Chicago, IL Mar/2006-Nov/2008  
**Facilities Services Manager**

Responsibility for all facility services, maintenance repairs, and capital projects for up to 80 stores in the Chicago Metropolitan area.

- Solicited proposals for capital projects, equipment replacement, and other initiatives. Reviewed bids and managed projects to completion.
- Contracted and evaluated performance of regional vendors for repairs. Was able to troubleshoot facility issues for vendors which resulted in cost savings. Managed new store turnover process to obtain warranties. Managed projects for the closure of non-performing stores for turnover to landlord.
- Identified cost savings opportunities for the region by analyzing calls entered into Siebel CMMS system.
- Supervised in house equipment technician's schedules and monitored day to day performance.
- Interfaced with landlords and governmental entities to adhere to lease standards, code policies, and life safety compliance.
- Managed R & M as well as capital budgets. Forecasted, scoped and executed budgets. Reconciled month end variances.

OAKLAWN COMMUNITY HIGH SCHOOL #229, Oaklawn, IL Jun/2003-Apr/2006  
**Supervisor of Buildings and Grounds**

Supervised 7 Maintenance and 16 Custodial Personnel in public high school district with an enrollment of 1700 students.

- Coordinated preventative maintenance, capital equipment repairs, and in-house construction projects with outside contractors. Implemented CMMS system from ground up to include daily work order system and preventative maintenance program.
- Insured district's compliance with Life Safety, Asbestos, and OSHA regulations.
- Managed in-house corrective and preventative maintenance, grounds maintenance and custodial operations in 325,000 square foot educational facility and sports field complex.
- Solicited proposals for repairs or improvements by developing scope of work and manage contractors to complete projects as specified.

ROY JORGENSEN ASSOCIATES, Buckeystown, MD  
**Midwest Region Facilities Manager**

Nov/1998-May/2003

Subcontracted to Toyota Motor Sales, USA. Responsible for 26 corporate owned and leased facilities encompassing call centers, administrative office suites, parts distribution centers, vehicle processing centers and warehouses in an eight state area.

- Supervised fourteen Maintenance Technicians, two administrative assistants, and numerous subcontractors for building support services. Performed hands on management of facilities staff not limited to hiring, recognition, performance appraisals, training, work scheduling, and all other related personnel activities.
- Solicited bids for Janitorial, landscaping, snow removal, interior plants, pest control and fire alarm systems. Monitored quality of contractors' performance.
- Supported Chief Engineers in daily site operations and oversaw minor construction projects. Major focus was in preventative and corrective maintenance to ensure that all building systems were in excellent operating condition.
- Performed quarterly building inspections and recommended needed improvements. Solicited bids for repairs by developing scope of work and scheduled contractors to complete needed repairs. Strong emphasis was on quality and timely service delivery. Participated in annual facility assessment with architects to define capital improvements and long term strategic planning.
- Created and maintained \$3,000,000 capital budget for maintenance operations and minor building improvements. Explained monthly variances and insured timely submittal and payment requests.
- Administered Life Safety Programs. Ensured compliance with all federal, state and local laws.
- Primary focus was customer satisfaction with line of business managers and associates. Solved client facilities related problems in a timely manner.

BATAVIA SCHOOL DISTRICT #101, Batavia, IL  
**Director of Buildings and Grounds**

May/1991-Oct/1998

Supervised 29 Maintenance and Custodial Personnel for 7 public schools, K-12 with an enrollment of 4,200 students.

- Coordinated preventative maintenance, capital equipment repairs, and in-house construction projects with outside contractors.
- Facilitated building rentals. Administered In-house PBX Telecommunications Equipment. Insured district's compliance with Life Safety, Asbestos, and OSHA regulations.
- Prepared bid specifications and directed the bid process.

## EDUCATION

Associate of Applied Science, **Facility Management**  
 College of Du Page, Glen Ellyn, IL

## PROFESSIONAL DEVELOPMENT

OSHA 10 hr. Certification  
 Member of BOMA  
 Asbestos 16 Hr Operations and Maintenance Training