







Danielle Hughes

Facility Operations Manager

Facility operations manager with 8 years maintaining 1M+ sq. ft. of commercial space. Expert in preventive maintenance, vendor management, and energy-efficiency upgrades. Reduced utility costs by 20% and unplanned downtime by 30%.

CONTACT

-  (123) 456-7890
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-  LinkedIn | Portfolio
-  Austin, TX

KEY SKILLS

- Preventive Maintenance
- Budget Management
- Vendor Negotiation
- Energy Efficiency
- Downtime Reduction

EDUCATION

B.S. in Facilities Management
Texas State University, San Marcos,
TX
May 2010

PROFESSIONAL EXPERIENCE

Facility Operations Manager | TechPark Facilities, Austin, TX
September 2014 - Present

- Directed maintenance for 1M sq. ft., cutting unplanned downtime by 30%.
- Oversaw energy-efficiency retrofits, reducing utility bills by 20%.
- Managed \$2M annual maintenance budget with 5% variance.

Maintenance Supervisor | TechPark Facilities, Austin, TX
June 2015 - August 2014

- Scheduled preventive work orders, increasing equipment uptime to 98%.
- Negotiated vendor contracts, saving \$150K annually.