



Kofi Abara

Facilities Manager

Sustainability Facility Professional with 6 years of experience managing commercial properties up to 186,000 square feet, overseeing vendor contracts, safety programs, and capital projects using CMMS, IBM TRIRIGA, and Microsoft Project. Reduced workplace accidents by 23.9% by overhauling lockout/tagout procedures, upgrading PPE stations, and conducting monthly safety walkthroughs, while saving \$43,150 annually through competitive rebidding and consolidated scope of vendor service contracts.

CONTACT INFORMATION



(803) 555-0125



kofi.abara@example.com



Orangeburg, SC 12345

EDUCATION

BS Management
Claflin University, Orangeburg, SC
2016 – 2020

KEY SKILLS

- CMMS
- IBM TRIRIGA
- Microsoft Excel
- Microsoft Project
- OSHA Regulations
- HVAC Systems
- Vendor Contract Negotiation
- Water Conservation Programs
- Fire Safety Codes
- ADA Compliance

PROFESSIONAL EXPERIENCE

- **Facilities Manager, Edisto Bluff Commercial Campus, Orangeburg, SC**
2022 – Present
 - Reduced workplace accidents by 23.9% over 18 months by overhauling lockout/tagout procedures, upgrading PPE stations, and conducting monthly safety walkthroughs for a 186,000-square-foot campus.
 - Negotiated 9 vendor service contracts covering janitorial, landscaping, and elevator maintenance, saving \$43,150 annually through competitive rebidding and consolidated scope.
 - Coordinated security access control upgrades across 3 entry points, installing badge readers and updating visitor protocols to comply with local fire safety codes.
 - Reviewed weekly operational reports in Microsoft Excel and IBM TRIRIGA, identifying scheduling gaps that cut overtime labor hours from 62 to 38 per pay period.
- **Assistant Facilities Manager, Santee River Office Partners, Sumter, SC**
2021 – 2022
 - Negotiated 8 vendor contracts for HVAC servicing, pest control, and waste hauling, reducing combined annual spend by \$36,740 through volume pricing.
 - Installed low-flow fixtures and irrigation timers across a 94,000-square-foot office park, cutting water consumption by 15.3% within the first billing year.
 - Prepared and reviewed monthly operational reports and capital project schedules in Microsoft Project, keeping renovation milestones visible to leadership.
- **Facilities Coordinator, Broad River Property Services, Columbia, SC**
2020 – 2021
 - Reduced recordable workplace incidents from 11 to 8 per year by implementing revised chemical storage procedures and posting bilingual safety signage in all common areas.
 - Tracked maintenance requests and vendor invoices in CMMS, processing an average of 31 work orders per week for a 72,000-square-foot office complex.
 - Planned and directed quarterly evacuation drills for 74 building occupants, updating evacuation maps and verifying emergency lighting in compliance with OSHA regulations.

CERTIFICATIONS

- Sustainability Facility Professional, International Facility Management Association, 2023