

EMMANUELLA ODUMEH

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SUMMARY

Highly motivated and experienced administration and facility manager with over 5 years experience in overseeing building operations, improving facility management processes and driving operational efficiency to bring bring expertise and knowledge to the team to enhance facility operations and ensure optimal business performance. Exceptionally great in directing all facility operations and maintenance procedures. An excellent communicator with the proven ability to effectively manage staff and ensure that all facility procedures comply with local, state and federal regulations and also seeks to bring vision and talent to a forward moving company which rewards proven success with a well developed knowledge and expertise in operations, property and asset management.

SKILLS

- Health and safety management
- Facility maintenance
- Critical and analytical thinking
- organizational skills
- Great communication
- Proficiency in office softwares
- ability to prioritize tasks and meet deadlines
- inventory control
- Problem Solving skills
- Good attention to details
- energy management and sustainability
- Project Management
- Budget management
- Environmental policy manager
- Customer service
- Vendor management
- Technical expertise
- Leadership and team management
- Creative thinking
- Effective staff and time management

TECHNICAL SKILLS

MS Word|Ms PowerPoint|Ms excel

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE MANAGER|KNOXX SOLUTIONS|2018-2021

- Managed facility maintenance schedules, provided technical expertise
- Scheduled the implementation of improved monitoring of all utilities
- Performed all duties in accordance with company rules, policy, safety requirements and security standards
- oversaw the work of maintenance employees and delegated responsibilities to achieve higher levels of productivity

- Worked closely with management to establish and work towards the achievement of goals
- Ensured compliance with safety regulations resulting in a 10% reduction in utility cost and a lowering of carbon emissions by over 26%
- Negotiated favorable contracts with vendors resulting in a cost saving of over 20% on supplies and services coordinated facility expansion project which includes the installation of new machinery and equipment and a 15000sq in addition resulting in an increased production capacity by 35%
- Led the implementation of a computerized maintenance management system which reduced downtime by 30% and improved maintenance productivity by over 45%
- Effectively addressed all emergency response efforts for immediate stabilization of operations in zones involving hazardous substances
- Responsible for inventory as well as purchasing and logging receipts of all materials and managing contracted security services
- Developed and maintained operating budgets, schedules to ensure that the requirements were achieved

ADMINISTRATIVE AND FACILITY MANAGER|AXIS INDUSTRIES| 2021-2023

- Developed and led an effective safety program which enhanced safety standards and reduced safety incidents by 40%
- Led a project for the installation of energy efficient lighting systems and control systems that reduced energy consumption by over 25%
- Resolved critical mechanical and electrical issues, implemented best practices, safety procedures and improved the efficiency of machinery by over 40%
- Managed facility operations to ensure the smooth functioning of the building and machinery, resulting in a 15% increase in production
- Developed Stratocaster plan and departmental goals to maximize work flow and meet the needs of other departments in the organization
- Coaching and counseling employees and planning, monitoring, monitoring and appraising job performance
- Maintained staffing logistics by recruiting, selecting and training employees

EDUCATION AND TRAINING

Bachelor of science: Marketing

Nnamdi azikiwe University - Anambra state

CERTIFICATIONS

PMP