

Brandon Meisner, CFM

Core Competencies

- **Enterprise Resource** with extensive project management experience including planning, design, relocation, construction, scheduling, asset acquisition, and new site set-up.
- **Problem Solver** with focus on detail, budget, building codes, schedules, and metrics creations.
- **Leader** and trainer of support personnel, with a proven ability to lead all levels of a team to achieve superior business results and increase customer satisfaction, while maintaining strong integral character.
- **Customer-orientated** leveraging strong yet flexible interpersonal skills to work across multiple organizations with diverse customers of all levels.
- **Expert** in the development of work packages that include schedules, estimates, drawings, furnishings, specifications and statements of work.

Computer Skills: AutoCAD, Microsoft Word, Excel, PowerPoint, MS Project, CMMS Systems, SAP, AX.

Language Skills: German, American Sign Language.

Professional Experience

Public Broadcasting Service (PBS), Corporate Headquarters

Arlington, Virginia January 2017 – Present

Sr. Director, Facilities & Administration – Strategy & Operations

- Oversee business support functions including real estate planning, facilities management, building security, procurement, risk management and travel management.
- Develop guidelines and policies related to corporate resources provided by department, including but not limited to business continuity, security, purchasing, travel, space, furniture and equipment.
- Provide direction and leadership to staff through defining and communicating goals, objectives, and performance metrics.
- Regularly present to Senior Management on F&A performance, projects, metrics, opportunities, and issues.
- Plan and manage F&A budgets and cost containment processes to achieve departmental and company objectives.
- Oversee activities of contract professionals, including real estate brokers, architects, engineers, design professionals, construction professionals and building/property managers.
- Negotiate and manage all PBS facility leases and work closely with brokers to maintain cost effective standard.
- Oversee space planning and allocation to support corporate strategic business goals through the provision of suitable, well-maintained and cost effective facilities.
- Develop and cultivate a quality based, customer-focused team that exceeds the needs of the staff served.

OneWeb, Headquarters

Arlington, Virginia March 2016 – December 2016

Director of Facilities - Facilities & Administration Services

- Established and defined clear vision for company divisions (Real Estate, Projects, Facilities Management, Security) in order to drive cost savings and efficiencies nationally and globally.
- Managed the planning, coordination and execution of all building related activities at company headquarters as well as national and international offices.
- Supervised the activities and negotiations related to site selection, design, planning, construction of new facilities, and modification and expansion of existing facilities, including obtaining necessary licenses, permits, and clearances.
- Provided management of real estate and facility management team and service providers accountable for the performance and ensuring that managed properties and facilities meet business needs.
- Responsible for the delivery of the day-to-day facility operations, services, and maintenance activities company wide, both domestic and international.
- Responsible for developing budgets, controls costs, coordinating service providers and staff activities.
- Collaborated with senior leaders and build partnership to make decisions on managing real estate portfolio in alignment with business goals and objectives.
- Created and drove standardization of processes to ensure best practices in all aspects of real estate, facilities management, and projects.

Northrop Grumman, Global Corporate Headquarters

Falls Church, Virginia March 2011 – March 2016

Facility Site Manager - Facilities & Administration Services

- Managed over one million square feet of corporate HQ, satellite offices and local off-site hangar facility.
- Responsible for the department's quality, performance, output, and on time delivery.
- Developed and document site policies and procedures for headquarters.
- Directed a team of site engineers and facility professionals.
- Designed, managed, and tracked all Space Planning activities.
- Wrote all Statements of Work, RFIs and RFPs for global facility contracts and services.
- Established department operating budget and assisted in capital and real estate planning.
- Managed facility remodels, internal company relocations, and physical set-up of corporate events.
- Assisted with physical on-site security: crisis management, fire system and building access system.
- Established site wide CMMS and Ticketing system and trained entire department.

The Boeing Company

Arlington, Virginia August 2007 – January 2011

Facility Manager – Workplace Services

- Team Lead for multiple architectural, design, and construction projects.
- Developed facility improvements through cost reduction and improved process initiatives.
- Participated in developing and implementing site policies and procedures.
- Promoted EHS initiatives and act as site Ergonomics Evaluator.
- Assisted in Capital Long-Range Business / Facility Plan for Potomac Region.
- Facilitated Preventative Maintenance program for building HVAC.
- Programmed, planned and designed all corporate office space, defined by customer requirements.
- Coordinated Help Desk requests and support functions and basic on-site activities.
- Oversaw and managed all vendor and landlord relations and contracts.

One Year Working Sabbatical

IC Immobilien (Real Estate), Unterschleissheim, Germany January 2007 – May 2007

Project Document Controls

- Wrote, reviewed and revised international real estate documents for publication

Inlingua Language School, Munich, Germany February 2007 – July 2007

Language Instructor / German – English

- Instructed classes and Private Lessons

The Boeing Company

Mesa, Arizona April 1998 – July 2006

Senior Facilities Engineer – Workplace Services

- Project Manager for multiple architectural, design, and construction projects, including refurbishments, budget governing and scheduling within office and manufacturing environment.
- Devised and implemented multiple operational business plans and site budgets.
- Managed a team of on-site construction leads and movers.
- Coordinating Manager for all major special events and catering.
- Planned large moves, rearrangements, systems installations and space studies.
- Coordinated all relocations with IT Departments and contractors.
Specified and purchased site wide furniture and designed custom furnishings.
Ensured facility compliance with ADA (disability) regulations, local/state building codes and company relevant building standards.

Huntington Beach, California March 1997 – April 1998

Facility Resource Analyst – Facilities Management

- Cost Account Manager for the Titan IV Program.
- Developed and administered a 13.9 million-dollar budget for Personal Property Leases
- Project Manager for national signage exchange during McDonnell Douglas/Boeing merger.
- Team Leader for 1997 Space & Defense Systems Asset Reduction Program.
- Building Emergency Coordinator.
- Responsible Engineer on multiple Personal Property Leases
- Prepared operational reports and presentations for in-house and national benchmarking needs.

Publications

"Avoiding Change Fatigue"

Facility Management Journal – September-October 2016

"Has Customer Service Been Forgotten?"

Facility Management Journal – May-June 2011 (Publisher's Award Recipient)

Featured in "Behind the Scenes: The growing influence of facility managers"

Arizona Commercial Real Estate – March-April 2005

"The Next Generation of Facility Managers"

Canadian Facility Design & Management – September 2004

Featured in "IFMA 2003: Facility Management Critical to Business Community"

Arizona Business Magazine – January-February 2003

Education

Masters of Science (MSD)

Arizona State University, Tempe, Arizona

College of Architecture & Environmental Design

Thesis: Facility Managers' Perception of the Effects of Cultural Diversity in the Workplace.

Bachelor of Art Degree, Interior Design (BA)

Columbia College, Chicago, Illinois

Specialized Associates Degree, Graphic Arts

American Academy of Art, Chicago, Illinois

Personal Affiliations & Accomplishments

- Certified Facility Manager (CFM) since 2003 through IFMA (International Facility Management Association)
- Active IFMA member since 1996.
- Currently holds "Secret" government security clearance.
- Company Diversity Leader, training departments on the value of Diversity in the Workplace
- 2001 - 2006 Public Relations Representative for the Phoenix Chapter of IFMA
- Previous Owner of a local Phoenix Restaurant, which employed a full staff.