

# BRANDON MEISNER

CERTIFIED FACILITIES MANAGER

- +49 175 49 00 006
- brandon.meisner@yahoo.com
- BrandonMeisner
- www.brandonmeisner.com

## WORK EXPERIENCE

### CORPORATE DIRECTOR, FACILITIES & INFRASTRUCTURE SERVICES

Northwood Care / January 2020 – January 2023

- Provide leadership and insight to the strategic direction of all owned and leased real estate in multiple locations while serving as a member of the Corporate Leadership Team, reporting directly to the CEO.
- Grant direction to regional team of Managers and Directors, ensuring all healthcare facilities and office spaces are in compliance with local, provincial and federal regulatory requirements.
- Manage all matters at multiple building campuses related to the areas of real estate management, design, planning, capital project development, janitorial, contracts, procurement, security, health & safety, emergency planning and business continuity.
- Develop strategies and recommendations to fund operations, preventive maintenance, deferred maintenance, renewals, and deficiencies and facility related vendor contracts.
- Collect, analyze, and provide budgetary data and budgetary requests for various projects, including capital architectural renovations, grounds maintenance, remodeling, or construction projects.
- Establish guidelines and performance expectations, focusing on exemplary hospitality service for staff managers, directors and unionized employees of an organization of over 200 ensuring an inclusive work environment and a culture that is respectful and accepting of diversity.

### SENIOR DIRECTOR, FACILITIES & ADMINISTRATION

Public Broadcasting Service (PBS) / January 2017 – July 2019

- Oversaw business support functions including real estate planning, facilities management, building security, procurement, risk management, conference services, print shop, and travel management.
- Developed guidelines and policies related to corporate resources provided by department, including but not limited to business continuity, security, purchasing, travel, space planning, furniture and equipment.
- Provided direction and leadership to staff through defining and communicating goals, objectives, and performance metrics.
- Presented regularly to Senior Management on F&A performance, projects, metrics, opportunities, and issues.
- Planned and managed department expense and CapEx budgets to achieve departmental and company objectives.
- Oversaw activities of contract professionals, including real estate brokers, architects, engineers, design professionals, construction professionals and building/property managers.
- Negotiated and managed all PBS facility leases and work closely with brokers to maintain cost effective standard.
- Oversaw space planning and allocation to support corporate strategic business goals through the provision of suitable, well-maintained and cost-effective facilities.
- Developed and cultivated a quality based, customer-focused team that exceeds the needs of the staff served.

### DIRECTOR, FACILITIES

One Web Satellites / March 2016 – December 2016

- Established and defined clear vision for company divisions (Real Estate, Projects, Facilities Management, and 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 both locally and internationally.
- 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 domestically and internationally.



## EDUCATION

### MASTER'S DEGREE

Arizona State University  
1994 - 1997

### BACHELOR'S DEGREE

Columbia College  
1991 - 1994

### ASSOCIATE'S DEGREE

American Academy of Art  
1989 - 1991

## LANGUAGES

English – Fluent C2

German – B2

Spanish – A2

American Sign Language

Citizenship: USA

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### SKILLS

#### Technical

Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
MS Project  
AutoCAD  
CMMS Systems  
SAP & AX  
Adobe Acrobat  
SHA / WHMIS / SDS

#### Professional

Team Leadership  
Project Management  
Change Management  
Emotional Intelligence  
Architecture & Design  
Budgeting & Planning  
Contract Management  
Real Estate Negotiations  
Construction Management  
Procurement Management  
Graphic Design

### AFFILIATIONS

- Certified Facility Manager (CFM) since 2003 through IFMA (International Facility Management Association)
- Active IFMA member since 1996.
- Currently holds US Government "Secret" 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 restaurant, which employed a full staff.

### WORK EXPERIENCE

#### FACILITY SITE MANAGER

Northrop Grumman Global Headquarters / March 2011 – March 2016

- Managed over one million square feet of corporate HQ, satellite offices and off-site hangar facility being responsible for the department's quality, performance, output, and on time delivery.
- Developed and document site policies and procedures for headquarters.
- 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 Workorder system and trained entire department.

#### FACILITY MANAGER

Boeing / August 2007 – January 2011

- 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.
- 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.

#### 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

#### SENIOR FACILITIES ENGINEER

Boeing / April 1998 – July 2006

#### FACILITIES RESOURCE ANALYST

Boeing / March 1997 - April 1998

### 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