

NICOLE HARTMAN

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SKILLS

- Facilities Management
- Preventive Maintenance
- HVAC
- Vendor Management
- Budgeting
- Work Orders
- OSHA
- Microsoft Office Suite
- Organizational Skills
- Problem-Solving Skills

CERTIFICATES

Facility Management Professional (FMP)

IFMA • 11/2024

SUMMARY

Assistant Facilities Manager with 5 years in corporate and medical office facilities, supporting a 900,000 sq ft portfolio and a team of 12. Runs preventive maintenance and HVAC vendor programs, builds budgets and reports in the Microsoft Office Suite, and covers for the facilities manager during absences. Strong problem-solving skills under pressure.

EXPERIENCE

Assistant Facilities Manager

Peachtree Medical Office Partners • Atlanta, GA

08/2023 - Present

Owner of 6 medical office buildings totaling 900,000 sq ft.

- Oversee **12** building engineers and day porters when the facilities manager is out.
- Run the preventive maintenance program for 2,400 assets, raising on-time completion to 96%.
- Manage HVAC, elevator and roofing vendors on \$1.6M in annual contracts, rebidding 4 for \$110K in savings.
- Conduct monthly OSHA and life-safety inspections and close every finding within 30 days.

Facilities Coordinator

Midtown Tech Partners • Atlanta, GA • 06/2021 - 07/2023

Software company with 2 offices and 1,400 employees.

- Processed **300** work orders a month and kept average response time under 4 hours.
- Built the annual \$2.2M facilities budget in Excel and tracked spending monthly.
- Coordinated 2 office build-outs totaling 60,000 sq ft with architects and contractors.
- Managed badge access and space records for 1,400 employees across 2 offices.

Event and Facilities Assistant (Part-Time)

Decatur Conference Center • Decatur, GA • 08/2019 - 05/2021

Part-time job at a 30,000 sq ft event venue during college.

- Set up **15** meeting rooms a week for events of 20 to 400 guests.
- Reported 10+ maintenance issues a week to the building engineer with photos and room numbers.
- Maintained AV and furniture inventory records for 600 items.

EDUCATION

Bachelor of Business Administration

Kennesaw State University • Kennesaw, GA • 05/2021

Management