

Sandra Mitchell

REGIONAL FACILITIES MANAGER

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SUMMARY

Regional Facilities Manager with 11 years in multi-site retail and healthcare facilities, now overseeing 48 urgent care clinics across Florida. Runs facilities management through a vendor network for HVAC, electrical and plumbing work, controls a \$9M budget, and leads 6 facility managers who keep sites open and safe.

EXPERIENCE

Regional Facilities Manager Sunshine State Urgent Care Urgent care group with 48 clinics across Florida. <ul style="list-style-type: none">Lead 6 facility managers and a \$9M repair, maintenance and capital budget for 48 clinics.Manage 35 HVAC, electrical, plumbing and roofing vendors, cutting average repair cost 17% through rebids.Launch 12 new clinics on schedule, coordinating build-outs, permits and equipment installs.Direct hurricane response plans, reopening 46 of 48 clinics within 48 hours after a 2024 storm.	02/2021 - Present Orlando, FL
Multi-Site Facilities Manager Lakeland Fresh Markets Regional grocery chain with 22 stores. <ul style="list-style-type: none">Managed facilities for 22 stores, including refrigeration, HVAC and electrical systems.Rolled out a CMMS across all stores, lifting the work order closure rate to 94%.Cut energy spend \$600K a year with refrigeration and lighting retrofits.Reported monthly store condition scores in Microsoft Office to the VP of Operations.	03/2017 - 01/2021 Lakeland, FL
Facilities Supervisor Orange Blossom Property Services Property manager for 9 office and retail properties. <ul style="list-style-type: none">Supervised 5 technicians maintaining 9 office and retail properties.Scheduled preventive maintenance for 140 rooftop units and 9 fire systems.Prepared monthly budget reports for property owners.Resolved tenant HVAC complaints within 1 business day on 90% of calls.	06/2015 - 02/2017 Orlando, FL

SKILLS

<u>Facilities Management</u>	<u>HVAC</u>	<u>Electrical</u>	<u>Plumbing</u>	<u>Microsoft Office</u>
<u>Vendor Management</u>	<u>Budgeting</u>	<u>CMMS</u>	<u>Emergency Preparedness</u>	<u>Leadership</u>

EDUCATION

Bachelor of Science University of Central Florida Industrial Engineering	05/2015 Orlando, FL
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CERTIFICATES

Certified Facility Manager (CFM) IFMA	10/2020
OSHA 30-Hour General Industry OSHA Outreach Training Program	05/2018