

H. P. "Tex" Tyner

Santa Clara CA 95050

Cell: 408.807.3708

Email: textyner@comcast.net

OBJECTIVE:

Full time position as a Facility Services and/or Operations Manager for a Silicon Valley Company

SUMMARY:

I am a facilities manager professional with ten plus years of experience in facilities management. I have experience at some of the top prestigious companies in Silicon Valley. I have managed annual operating budgets up to \$7M and staffs as large as 20 FTE. I am highly effective and competent in leadership of people and in corporate facility operations and facility services. I have had extensive experience and exposure in **Green Business** practices and **LEED** implementation and operations of facilities and sustainability energy management programs. I also am very comfortable with PC programs such as Word, Excel, Power Point, Adobe Acrobat Creative Suites. Have used SAP as budget tool.

Skills/Experience:

- Developed & implement short term & long term strategic plans, workplace office guidelines & alternative office strategy to meet department objectives
- Responsible for managing sustainable design & initiatives including effective energy management programs for site.
- Financial Management - I managed annual operating & capital budgets and prepared monthly operations and variance cost reports. I also teamed with suppliers and services vendors to identify cost savings along with facility teams.
- Ensured that the Facility department objectives are aligned with the company's Business Plan. Was a team member of the Corporate BCP team.
- Managed all in house and outsourced site services and functions including maintenance, landscape, janitorial, break-room services, utilities, outside food services, space planning, moves/adds/changes.
- Space management with emphasis on cost containment and efficient space utilization.
- Manager of Building Ops -Coordinate with facility staff and/or outside service providers to ensure proper maintenance and operations of all buildings and building systems, exterior grounds, janitorial, waste management and recycling, energy management systems, fire life safety systems etc.
- Move Project Owner, coordinated with user groups, move support teams and IT to insure a smooth delivery of move and services.
- Strong understanding of corporate facilities and real estate, as well as 10 years RE/SS experience required, including a minimum of 5 years in a senior management position for a multi-location global High Tech company.

- Ability to understand business objectives, strategies and directions and to develop and implement actions plans accordingly.
- Excellent customer service focus, good interpersonal/problem solving skills
- Strong project management experience.
- Strong oral and written communication skills I have communicated effectively at all levels in a diverse and fast pace high tech environment.

Most Recent Employer's – Facility Solutions Architect

- | | |
|---|-----------|
| • Power Assure – Facility Solutions Architect | 2010-2011 |
| • Brocade – Site Services & Move Manager (contract) | 2010 |
| • Adobe Systems – Site Facility Manager HQ | 2003-2010 |
| • Exodus Communications – Sr Facility Manager HQ | 1998-2002 |
| • Apple Computer/FileMaker – Facility Manager | 1988-1998 |

EDUCATION:

Mission College, Santa Clara, CA
 Facilities Management Course – Clemson University
 BOMA Management Certification FMA (ongoing)
 IFMA Certified Facilities Management CFM Studies (ongoing)

COMPUTER SKILLS:

Proficient in utilizing business tools such as: E-mail, Microsoft Office Suites, and experience with SAP product and productivity software such as Adobe Acrobat, Connect, and Photoshop BM Systems

PROFESSIONAL AFFILIATIONS:

BOMA Silicon Valley Board of Directors
 IFMA Silicon Valley

References provided on request