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Professional Profile: Business Manager with extensive experience in the field of Facilities Management and Commercial Real Estate/Office Leasing. Proven leader who works well under pressure. Demonstrates delivery of efficient and effective customer service along with ensuring stable operation of property while maximizing its value.

Strengths include:

Multi-tasking Creative Problem solving/Negotiations Adaptability Relationship Management
Process Improvement Effective Time Management Results Focused Resourceful Detailed

Professional Experience:

Hewlett-Packard Company, HP Storage Division Facilities Operations Manager 8/9/2010 - Present

Manage the HP Fremont Facility, including 5 buildings and a technical staff of 3.

Accomplishments:

- Responsible for the environment of ten plus critical lab/server areas on a 24/7 basis. Lead on analyzing building control systems for monitoring temperatures and equipment functionality.
- Realign main security system, investigating after hour false alarms and maintaining accurate monitoring of all access readers, door and release to exit sensors.
- Work with Building Management and Building Owners on lease details and responsibilities, i.e. roof repairs, roof leaks, building structural issues, etc.
- Day to day management of staff, including facility techs. Leading weekly communication meetings, analysis of workloads by distributing tasks properly via help desk CAFM ticketing system. Creation of top down goals and objectives, process to reach and achieve these pre-determined goals.
- Special Projects:
 - Manufacturing Floor - Replacement of ESD tiles, over 20,000 square foot area. Work conducted during business hours, mandatory safe off and dust protection measures required.
 - 3 lab expansions increasing electrical, cooling, and ladder racking requirements.
 - Added new Environmental Chamber and a quarter of a million dollars worth of electrical upgrades for test servers on manufacturing floor, total project over 1 million. Finished at budget and ahead of schedule.
- Excellent communication with General Contractors, architects, mechanical and electrical engineers; working knowledge of drawings and project process for construction and build outs.
- Daily activity with Oracle Accounting Software and HP SAP SmartBuy procurement software for managing purchase requisitions, purchase orders, and budgets. Working relationships with over 100 vendors.
- Safety/Environmental issues; walked entire campus reviewing all building areas for state/federal legal OSHA requirements making needed adjustments.
- Establish Safety Committees and ERT teams for site. Assessing compliance on hazardous waste disposal, electrical safety, hazardous energy control, injury and illness prevention, emergency action plan, fork lift training & inspections, hearing conservation program, electrical safety, and contractor safety policy.
- Space planning – manage all internal moves & new hires for site for over 500 employees, including cubicle preparation, network, phone, furniture, and ergonomic products. Work with Business Managers on future growth planning within the allowed space.

- HVAC management for entire site. Preventative maintenance, emergency repairs, and on-going monitoring of critical and office environments. Excellent vendor relations for immediate response time and no down time for production servers or equipment failures.
- Electrical Maintenance and additions. Adding L6-30 receptacles, transformers, circuits, panels, and working with our vendor (Cupertino Electric) on load measurements and planning.
- Work with internal IT on Network upgrades, phones, etc.

Advanced Micro Devices (AMD) Section Manager of Facility Operations 10/25/2006 - 12/20/2009

Managed over a half million square feet of office/lab space, including a staff of 9 employees and over 100 vendors.

Accomplishments:

- Earned a “Spot Light Award/Bonus” for outstanding project management abilities. Project included relocation of 800+ engineers and construction of 10 new labs into existing occupied space at main headquarters. Completed project under a budget of \$4 Million+ and all engineers were in their new locations ahead of schedule.
- Led the “Open Cubicle Environment” project by demolition of executive offices, constructing new conference rooms, break room areas, and building out new cubicles throughout the engineering area over 200,000 square feet of space.
- Organized and reviewed all building site lease agreements for Bay Area and other locations throughout the United States. Including satellite sales offices, Engineering Development sites - near Microsoft, Dell, IBM, etc.
- Maintained excellent relationships with Building Owners, Landlords, and Building Management.
- Continually achieved outstanding customer satisfaction ratings 5 out of 5, via surveys calculated from On Demand CAFM Work Request System. Also was the lead on calculating and reviewing staff performance against Key Performance Indicators (KPI’s). These results were presented on a monthly Dashboard to upper management.
- Implemented budgetary cost reductions and quality improvement programs, saving the corporation \$5M annually by closely monitoring operating and capital budgets of over \$200 Million+.
- Managed all environmental health and safety procedures for facility, implementing process for disaster recovery and business continuity by working with over 50 department heads.
- Coached facility tech staff within timely review process deadlines, creating job responsibilities, achievable goals and objectives throughout the year. Lead weekly staff meetings to stay on top of critical activities, maintaining needed follow through and appropriate timely closure of these activities.
- Managed Building Operation Engineers in daily, weekly, and monthly maintenance and repair of building systems, including chillers, boilers, cooling towers, electrical systems, UPS, generators, elevators, and building management control systems.

ATI Technologies (AMD Purchased ATI Technologies in 2006) Facility Manager 6/1996 – 10/24/2006

Accomplishments:

- Established the Silicon Valley Site for the Toronto Canadian based headquarters.
- Prepared and negotiated Office Leases for 4 separate site moves. Worked with Nortel Networks on sub-lease documents for over 300,000 square feet of space on Great America Parkway in Santa Clara, CA. Worked on the finite details with a team of brokers, building owner representatives, and real estate attorneys achieving the best rental rate and tenant improvement allowance for my company. Negotiated operating expenses, renewal rates, and first right of refusals for future growth.
- Followed all lease sections with regards to tenant responsibilities, rules and regulations, operating expense calculations, tenant improvement allowances, and triple net leases (utilities, janitorial, etc.)

- Worked with architects, general contractors, electrical, structural, and mechanical engineers on new construction of office space, labs, break rooms, conference rooms, and lobby areas
- Negotiated and purchased 800 cubicle stations, planned all scheduling for construction, including network/data, phones, electrical, ergonomic products, chairs, lighting, signage, etc.
- Lead project manager in building a 10k S.F. IT Server Room Space in coordination with IT
- Managed all office needs from security, employee health and safety, to vendor relations. Created ERT team from scratch; solicited volunteers, scheduled proper training, ordered safety supplies, and administered fire drill evacuations with management involvement.
- Set up the signage program for proper “way finding” throughout the massive cubicle areas, conference room locations, and all other common areas.
- Recruited, hired, and processed approximately 75 engineers in 1996 to 800 in 2009.
- Manage the facilities staff including the front desk lobby receptionist.

Education **Bachelor of Arts – Business Management** St. Mary’s College of California Moraga, California

Additional Professional Experience:

1994 – 1996 Project Manager Ergonomics Firm Humanscale - San Francisco, CA
 Created new revenue streams through additional ergonomic programs with Stanford University, Wells Fargo Bank, Charles Schwab, and many more.

1992 – 1994 Project Manager Demarest Architects – Dallas, TX –
 This project involved rebuilding an entire community of 250 homes destroyed by the Oakland Firestorm of 1991.

1989 – 1992 Licensed Commodity Trader Data Capital Corporation – Dallas, TX –
 Worked on the trading desk executing buy or sell orders on behalf of clients on the clients on the Chicago Board of Trade and the New York Mercantile Exchange.

1982 – 1989 Licensed Commercial Real Estate Leasing Agent Blackland Properties – Dallas, TX –
 Represented property developer by leasing office and commercial properties.