

James Michael Gordon

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Career Summary

Facility Manger with expertise in managing multiple facilities. Experienced in energy management and project construction administration. Dependable team leader with a steady succession of positions increasing in trust, authority and responsibility.

Professional Experience

Michaels Stores, Inc., Irving, TX

October 1998 to

Present

Manager Store Facilities

- Successfully design, develop and manage a facilities department that maintains 1,100+ locations in the United States and Canada.
- Administer all aspects of a \$50M annual repair & maintenance and capital budget.
- Evaluate and recommend equipment for new stores.
- Monitor and review budgets for all contracts for repair & maintenance items, capital investments and other requested improvements monthly.
- Develop and administer procedures for handling store issues, tracking repair history and preventative maintenance programs.
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Energy Manager (October 1998 – November 2006)

- Analyzed and negotiated all contracts for deregulation energy markets.
- Participated in demand response electrical programs.
- Secured rebates for energy management systems.
- Successfully rolled out 700 Energy Management Systems in a six month time frame.
- Managed budgets for all energy contracts.
- Developed, implemented and maintained energy management program.

Hollywood Entertainment, Portland, OR
1998

June 1997 – September

Facilities Manager Western Zone

- Developed and implemented national and regional maintenance programs.
- Identified and evaluated problems relating to equipment failure, malfunction or misuse and determined changes for improvement.
- Reviewed property leases to ascertain liability and responsibility of maintenance issues.
- Monitored and reviewed zone budgets for all contracts, repair and maintenance items.
- Trained and insured compliance of district managers and store managers on repair and maintenance policies and procedures.

- Developed and maintained strong relationships with company departments, support staff and property management.

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The Walt Disney Company, Glendale, CA **November 1987 – June 1997**
The Disney Stores
Store Maintenance Representative (February 1995 – June 1997)

- Controlled numerous minor work projects monitoring cost, scheduling and quality of work within store operation and field guidelines.
- Administered Request for Proposal (RFP) preparation: Price/cost analysis of subcontractor proposals; negotiation of price, delivery and contractual terms, conditions and purchase order placement: Post award schedule tracking for technically complex construction and maintenance efforts via Maintenance Tracking System (MTS).
- Established, monitored and maintained department budget.
- Researched and implemented new methods and materials to reduce cost.
- Developed and maintained strong relationships with company departments and mall representatives.

Walt Disney Imagineering **November 1987 – February 1995**
Facilities Move Coordinator/Associate Construction Supervisor (May 1990 – February 1995)

- Designed, developed and facilitated project team relocation while maintaining design integrity balanced with departmental functions.
- Assisted tenant improvement projects from construction to occupancy while controlling cost and meeting tight schedules.
- Provided direction to outside construction companies.
- Assisted in preparation of contracts.
- Participated in the packaging and buying of construction services.
- Set up design reviews with management, outside contractors and in house users.
- Integrated construction with owner furnished items.
- Monitored construction budgets, quality and schedules.
- Worked with safety department on construction safety and OSHA regulation.

Facilities Support Person (November 1987 – May 1990)

- Supported numerous activities throughout the company.