

NAME:

DEAN HIGGINS

ADDRESS:

Carnlough Road ,
Dublin 7

DATE OF BIRTH:

04/07/1989

PHONE NO:

0830579008

EDUCATION DETAILS:

ST JOHN BOSCO'S NATIONAL SCHOOL
NAVAN ROAD
DUBLIN 7 1993 – 2001

ST DECLAN'S SECONDARY SCHOOL
CABRA
DUBLIN 7 2001 – 2006

JUNIOR AND LEAVING CERTIFICATE RESULTS AVAILABLE ON REQUEST

FULL AND CLEAN DRIVING LICENSE

Portobello Institute

IWFM, Facilities Management

2018 - 2019

Grade: 3

Activities and societies: IWFM (Institute of workplace and facilities management)

IWFM Level 3 Diploma in Facilities Management

Astutis

IOSH Managing Safely

2021

Safety solutions

Manual handling trained

2022

WORK EXPERIENCE :

CBRE

6 yrs 8 mos

Facilities Coordinator
Jul 2019 - Present ·

I currently supervise a mail room for a large search engine company on behalf of CBRE .
We process large amounts of regular and tracked mail along with organizing couriers
for business post .This is done with a customer satisfaction driven approach along with
a high level of detail driven service .

I am responsible for creating work processes onsite to efficiently process clients
requests with great detail and minimize any potential risk to the disruption of service .

I create and manage a number of Google trix's to give detailed reports when requested .

I am an experienced occupational health and safety manager highly skilled in communication and implementing standards and hazard education, seeking a fast-paced working environment in which I can advance and improve my knowledge of health and safety. By identifying situations with inherent and significant risk within an organization's operations .

I am part of the CBRE employee engagement team and pride myself in being a team player .I use this position to bring any issues or potential issues to CBRE management so that it can improve the contract and everyday life of our staff members .

Facilities Assistant

Feb 2018

I was the point of contact for facilities in a building in the Sandford industrial estate . I deal with requests from clients for hard and soft services onsite.I also deal with a varied group of vendors and contractors.I deal with ordering supplies for building and also carry out Audits for Health and safety and general upkeep .

Postroom admin/Facilities assistant

In the postroom I dealt daily with Customer's logging registered mail ,Distributing regular mail dealing with Fedex and collecting deliveries from security .

In my FA position I deal with a wide variety of duties including Fire health and safety check's ,Ordering of stationary maintenance walk's .

HITECH MANUFACTURING LTD

Ballycoolin Business Park, Blanchardstown Michael Bowden

February 2014 – Present 01 8976223

General Operative

I dismantle machinery and prepare them to be powder coated and wet sprayed before reassembling them. I also do a lot of work around the factory floor and warehouse organising our intake and outtake. I keep the factory manager up to date on stock and inventory levels and status.