

Angela Thomas

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Personal Statement

Professional and dependable facilities and property manager with over five years extensive experience in contract and staff management. Previously responsible for overseeing multiple property leases and advising on lease renewals. Negotiated dilapidations at the end of leases. Set up and oversaw property budgets. Managed hard and soft contracts and ensured service level agreements were met. Oversaw office moves and integrated new staff. Ensured that contractual relationships were maintained and prepared a wide range of management reports. Health and safety minded. Led and developed a small team of staff.

Key Skills

- Flexible and able to manage conflicting priorities.
- Excellent verbal and written communication skills.
- Good at analysing financial data and solving problems.
- Good leadership style, able to supervise and motivate staff.
- Able to manage crises situations in a positive way.
- Able to problem solve through clear assessment and response, particularly when under pressure.

International teaching and management experience

(Mar 14 -Aug 17)

- Managed clients, handled meetings and dealt with difficult situations with maximum efficiency.
- Reported to senior management on key areas of progress against key performance indicators to ensure high standards of quality were met.
- Created monthly and annual targets for areas of improvement within a corporate setting to ensure that monthly and annual financial targets were met.

One to one business tutoring –London U.K (Self employed).

(Nov12-Nov13)

Travel in S.E Asia: Visited Japan, Cambodia, Malaysia, Thailand and Laos. (Nov 13 -Feb 14)

Expedition to Siberia via Edinburgh University. Wrote a scientific research paper.

(May08 -Oct08)

Professional experience. UK.

Senior Facilities and Administration Manager, Rapt. Head office. London. (Jul 13-Nov13)

Prepared and monitored property leases renewals and budgets for six premises. Oversaw and implemented new building and service contracts. Led a small team of administrative staff and oversaw maintenance staff. Managed large scale projects, which included office relocations and acquirement of a new head office. Wrote property and contract reports and presented

recommendations to the financial director. Created health and safety reports and recommendations for multiple premises. Strived to maintain and improve all working areas.

Facilities Manager, Outward Housing Association. London.

(Oct12-Feb13)

Project and property management, included IT upgrade across existing services, floor planning, equipment audits, along with implementation of IT and telecommunications for new premises. Undertook building assessments and wrote recommendation reports. Developed a team of staff.

Office Manager, Neg Earth Entertainment lighting and rigging. London.

(Aug11-Jul12)

Oversaw the contracts and services for two large premises for a multinational lighting company. Improved the level of health and safety across both premises through working closely with multiple teams of staff, by implementing risk assessments. Reduced budget by designing and delivering in house safety training. Improved efficiency and safety through writing new company policies and procedures. Interviewed and trained staff and gave monthly staff appraisals.

Facilities Manager, Ashbury Training. London.

(Jan11-Jul11)

Analysed course feedback and produced monthly financial reports to ensure that the quality of courses was consistently improved. Reconciled payments, updated financial spreadsheets and ensured that accounts were up to date and balanced at the end of the month and year. Oversaw office move and integration of new staff. Liaised with North American clients to improve online training and quickly increased the revenue from online courses.

Office Manager Head Office, Groundwork London.

(Jul09-Jan11)

Reduced office budgets by creating financial building audits, including financial analysis of the cost effectiveness of several offices in greater London. Assisted with large scale office relocation plan. Implemented environmental management ISO 14001 and ensured a number of energy saving measures were introduced. Successful implementation of ISO helped to secure a number of important project bids. Devised in house training and provided inductions and training for new and existing staff. Improved internal communication between departments which improved the delivery of project work. Ensured head office always looked inviting and presentable to potential clients and that all areas remained safe.

Education and qualifications

Tefl course 140 hours included four specialist teaching modules. (Nov-Feb12)

University of Westminster, London. BA (Hons) in Human Geography. (2005-2008)

University of Edinburgh. Ecology, Conservation and Resource Management. (2003-2005)

Training and certificates

- Health and safety.
- Environmental awareness training.
- Fire training.
- Carbon reduction.
- ECDL.

Interests

Surfing, ice skating, creative writing, gym training and yoga.

References: Available upon request.