

# Anoop Chetan Surendra

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Property Strategy | Space Management | Communication Infrastructure | Building Maintenance | Testing & Inspections | Building Administration | Facility Maintenance Planning | Managing Renovations & Refurbishments | Building Design & Construction

## Applications Engineer / Architect / Facility Management

### Summary:

- Sourced and oversaw contracts and service providers for functions such as catering, cleaning, parking, security, and technology.
- Advised businesses on measures to improve the efficiency and cost-effectiveness of the facility & supervised teams of staff across different divisions.
- Ensured that basic facilities are well-maintained and conducted proactive maintenance & dealt with emergencies as they arise & managing budgets.
- Ensured that facilities meet compliance standards & government regulations, planned for the future by forecasting the facility's upcoming requirements
- Oversaw renovations, refurbishments, and built projects & helped with office relocation & draft maintenance reports as well.

### Education:

#### Pratt Institute, New York, NY

May 2022

GPA: 3.90

- Master of Science in Facilities Management
- **Achievement:** Excellence in Academics award (School of Architecture'22) | Distinction holder
- **Relevant Coursework:** Real estate Development, Strategic planning, Construction Practices, Cost Estimating, Project Management, Legal Issues, BIM 360, Operations and Maintenance, Facility Design, Computer Aided Facility Management.

#### UVCE, Bangalore University, India

July 2019

GPA: 3.30

- Bachelor of Architecture | Graduated with Distinction
- **Relevant Coursework:** Building materials and construction, Architectural Design, Building Services and Management, Design of Structural elements, Rehabilitation and Retrofitting of Structures, Urban planning, Design Thesis.

### Work Experience

#### Applications Engineer, ROI Consulting Group, New York, NY

June 2022 - Present

- Worked on IWMS and space scheduling options for Dell corporate offices located in India, Brazil, Japan and Egypt.
- Documented layouts, designs, space plan of facilities and also provided detailed design layouts of new and existing office space and furniture
- Used AutoCAD to updated & maintain drawings, space data & occupancy data based on move information & project information provided by client.

#### IDC scholar, Prospect Park Alliance, Brooklyn, NY

Jan 2022 – May 2022

- Received \$6,000 in scholarship for sustainable design and building assessments in Prospect Park, Brooklyn.
- Digitized plans, sections, elevation and details of a heritage boathouse in Prospect Park using sustainable 3D laser capturing methods
- Collected data was used in structural renovation proposals of heritage buildings and to upgrade existing structures and water bodies.

#### Graduate Assistant, Associate Degree Office, Pratt Manhattan Campus, NY

Aug 2021 - May 2022

- In charge of the office of Associate Degree Programs.
- Revised coursework curriculum for 30 students & assisted in organizing academic activities like faculty meetings and job fairs.
- Helped digitize the existing department records using MS Excel to ensure smooth functioning of the office.

#### Freelance Architect, Freelance, Bangalore, India

Aug 2019 - July 2020

- Worked on five commercial and residential projects worth about \$420,000 along with a team of eight professionals.
- Implemented internship knowledge about design of structural elements in steel structures.
- Completed projects within timeframes and executed within budgets, reduced client expenses by about \$37,000.

#### Intern, Etagi Design Collaborative, India

Jan 2019 - July 2019

- Designed & worked on space management for building plans with parking lots, ramps & etc. using AutoCAD, SketchUp & physical site analysis.
- Provided options for the interior space organization, detailed drawings and was in charge of site execution.
- Coordinated with superintendent, subcontractors, trades on the site, ensured labor safety & coordination amongst teams on jobsite

#### Intern, Centimeter Architects, India

Aug 2018 - Dec 2018

- Worked on four turnkey corporate interior design projects for multinational companies including OSI, Coromandel and Performa at International tech park, Bangalore, consisting of 50,000 square feet and amounting to \$300,000.
- Reviewed construction drawings, schedules and produced architectural walkthroughs for turnkey projects.
- Supervised the interior designs, installation of workstations and False ceilings for OSI.

### Academic Projects

#### IFMA Mentorship Program (Pratt Institute, NY)

Aug 2020 – Dec 2020

- Worked with a mentor assigned by the International Facility Management Association- IFMA and analyzed the mentor's organization, VOYA Financial, through various sophisticated tools like Maturity profile analysis, Strategic planning and TVM analysis.
- Detailed analysis of the entire building and its mechanical components for a span of 4 months and recommended various modern solutions for upgrade of Facilities and Design systems.

#### Graduate Thesis: Demonstration of Professional Competence (Pratt Institute, NY)

Jan 2022 – May 2022

- Detailed analysis of Sustainable Management of Buildings through smart technologies.