

Gary Bottema CFM

826 Aspen Drive, CHANDLER, AZ 85226
Cell: 480 277 3631: gary.bottema@gmail.com

Summary

Dedicated senior Facilities Manager with more than 15 years overseeing a diversified portfolio of commercial, residential, and retail properties totaling approximately 12 million square feet. Offers international experience and the most recognized global qualification in the field as a Certified Facilities Manager (CFM). The "go to guy" for positive problem solving who enhances FM and operational efficiencies while optimizing costs. Reputation reflects practical common sense approach with technical insight, quality and sustainability focus. Seeking a senior role which allows for strategic input, mentoring, and opportunities to contribute results using technical and operational expertise.

Highlights

- Value add approach, strong customer focus and proactive attitude
- Financial management, including fiscal budgetary work and Board reporting
- Skilled in analyzing building plans, schematics, and machinery control systems
- Success in implementation of "best practices", cost efficiencies and sustainability/green initiatives
- Licensed electrician
- Strong capital project management skills, refurbishment projects and technical expertise in electrical, HVAC, fire building management, health and safety and security
- Assimilates business plans, budgets and long-term forecasting of FM function
- Trusted leader and company representative who achieves results

Experience

National Facilities Manager

December 2009 to February 2013

Colliers International Real Estate Ltd. New Zealand – Auckland, NEW ZEALAND

- Recognized as "**Most Valuable Professional**" 2010-2011 for contribution to the company, staff support and CERA (Christchurch Earthquake Recovery Authority) following earthquakes and loss of 39 company buildings
- **Project Alliance** - standardizing procedures and documentation nationwide and creating strategic alliances with suppliers with annual savings and improved servicing in fire, electrical, sundries, AC, water and waste
- Tackled and **resolved long-standing FM issues** for commercial customers as well as being the key person to transition property ownership and management, in both retail and commercial environments

Group Property Officer

June 2009 to December 2009

Methodist Mission Northern Property Group – Auckland, NEW ZEALAND

- Part of the transition and restructuring team in the consolidation of 2 property groups. Creation and development of systems and processes and implementation of a service provider network.

National Facilities Manager

October 2001 to March 2009

DNZ Property Group – Auckland, NEW ZEALAND

- Created policy and implementation process of sustainability, setting a benchmark for FM in NZ

Facilities Manager

June 1997 to October 2001

Fletcher Property Ltd. – Auckland, NEW ZEALAND

Education and Professional Development

Diploma: Operations Management

University of Auckland – Auckland, NEW ZEALAND

IFMA CFM; FM Australia AFM Level 3; NZ Property Council and Property Institute, NZ Green Building Council
Nominated to represent NZ and attend "Colliers University" in Vancouver, Canada 2011