

Jan Yuille

Beaverton, OR • 971.226.4315 • mikeandjanyuille@yahoo.com

SUMMARY OF QUALIFICATIONS

- Highly skilled and results-driven professional offering extensive and proven expertise managing all aspects and facets of facilities, property, and business operations, logistics, planning, and project management.
- Well versed in multiple-site/location planning and development, property management, vendor and contractor negotiation, multi-level and complex project review and analysis, budgeting and forecasting, and safety and security.
- Seamlessly partners with executive leaders and stakeholders to ensure strategic and tactical alignment of business goals with organizational plans and projects.
- Thoroughly assesses and analyzes multi-faceted and detailed information and quickly identifies any potential issues or changes that may impact costs or derail planned project outcomes.
- A strength-based leader and manager who applies a “hands-on” leadership approach and an open and clear communication style that effectively supports appropriate allocation of resources, delivery of viable and cost effective solutions, and that promotes and fosters staff and team collaboration, performance, and productivity.
- Successfully solicits, negotiates, manages, and executes various vendor, property, contracts, and leases that coordinate with current and future business model objectives.
- Skillful in managing the financial performance, productivity, and maintenance of operational budgets, efficiently monitoring, tracking, and reporting on all property, facility projects, and business related transactions.
- **Proficient with:** Aperture, Project Place, Microsoft Office Suite, Word, Excel, Outlook, and PowerPoint.

AREAS OF EXPERTISE

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| • Operations Management | • Property Management | • Facilities Management |
| • Multiple/Complex Project Management | • Contractual Agreement Negotiation & Enforcement | • Strategic & Tactical Planning & Development |
| • Vendor & Contractor Management | • Departmental & Operational Budgeting & Forecasting | • Strength-Based Leadership, Training, & Development |
| • Solution-Focused Problem Solving & Resolution | • Effective Communication & Presentation | • Safety and Security Regulations & Compliance |
| • Process Improvement & Streamlining | • Service & Support Management | • Building, HVAC, Plumbing, & Electrical Systems |
| • Emergency Response Plan Development | • Proposal & Contract Development | • Purchase Order Creation & Tracking |

PROFESSIONAL OVERVIEW

FACILITIES & BUSINESS OPERATIONS MANAGEMENT:

- Collaborates and works well with all levels within a business organization as well as interact with landlords and property managers to proactively address various problems or issues relating to maintenance, janitorial services, security systems, parking, moves/adds/changes, infrastructure shutdowns, trouble calls, and event setups, applying a solution-focused approach to resolve issues satisfactorily.
- Skilled in ensuring the property or premise is maintained in a safe and efficient manner, working in tandem with building management and local fire departments to perform routine safety and fire inspections and drills.
- Knowledgeable of regulatory compliance and standards relating to ADA, OSHA, and general building codes.
- Able to coordinate and manage all day-to-day facility and site related projects, activities, and events.
- Innate ability in supervising and overseeing work involving various contractors, vendors, and service providers.
- Hands-on and practical knowledge of building mechanical and electrical systems in conjunction to building generators, UPS and HVAC equipment.
- Applies a positive and “can do” attitude and style that “gets things done”, paying close attention to needs and details, quickly shifting and adapting to critical priorities to ensure project initiatives and goals are met and achieved with quality-driven results and outcomes.
- Relies on sound knowledge, decision making abilities involving business operations, organizational management, strategic and tactical planning, resource allocation, project management, and leadership.
- Diligently communicates and keeps management informed of any serious problems or challenges that arise.
- Trained and knowledgeable with Trane Tracer Summit HVAC Systems and Millennium Access Control Security Systems.

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PERFORMANCE & STRENGTH-BASED LEADERSHIP & DEVELOPMENT

- A high performance leader and manager who is able to effectively direct multi-level and complex projects and coordinate work related activities involving both staff and teams.
- Knowledgeable of HR related tasks and procedures involving recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Mitigates, resolves conflicts, and negotiates with various and diverse individuals, proactively addressing and handling specific complaints, settling disputes, and resolving grievances.
- Strong leadership abilities that involve establishing rapport and building trusted relationship with various staff, teams, colleagues, and management. Able to foster and develop strong, constructive, and cooperative working relationships with all external and internal levels of an organization.

BUDGET MANAGEMENT, INVOICING, & PURCHASE ORDER DEVELOPMENT:

- Skilled in writing and developing purchase orders, negotiating contracts, and managing and maintaining departmental and operational budgets.
- Carefully observes and monitors all work performed and contracted under the assigned and proper Purchase Order agreements and processes, diligently tracks active invoices ensuring they are approved and coded, and verifying the delivery of purchased materials, goods, or equipment.
- Able to maintain, track, and monitor sales records, special permits, and carefully contain and negotiate costs relating to building equipment, maintenance, and general operating expenses.
- Initiates the review of labor and costs associated with various projects and plans, ensuring projects correspond and conform to budgetary goals and operational standards.

PROFESSIONAL HISTORY

Facilities Project Manager, Mentor Graphics A Siemens Business, Wilsonville, OR April, 2014 - Current

Mentor Graphics is a leader in electronic design automation software. Mentor enables companies to develop better electronic products faster and more cost-effectively. The innovative software products and solutions help engineers conquer design challenges in the increasingly complex worlds of board and chip design.

Many various projects have been accomplished in this role as Project Manager. High level complex projects include:

- Developed relocation plans and executed moving staff to various locations for office remodel. 150 staff over a 16 week period. Trades included: GC, Movers, Painters, Carpet installers, Data & Janitorial.
- Decommissioning of 2 data centers. Liquidating and relocating equipment out of state. Coordination of trades included: GC, HVAC, Riggers, Mechanical, Electrical and transportation coordinators.
- Wilsonville campus (70 acres) project upgrades accomplished: Parking lot stripping, signage, landscape management, NEW LED lighting fixtures in all parking and pathways, 64 coffee bars service change with upgrades and new vendor management system, 47 restroom upgrades, tile, paint and flooring.
- Deflection project coordination; window systems, brick and stress crack repairs.
- Contributed to Aperature, space planning updates.
- Compiled campus office furniture inventory assessment for asset tracking.

Facilities Manager, Norm Thompson Outfitters, Hillsboro, OR, 1998 – 2014

- Led and managed all of the facility functions of the Norm Thompson Corporate Headquarters and the Call Center.
- Created, maintained, and reported the organization's annual corporate facilities budgets.
- Coordinated and supervised the work of various subcontractors and vendors in assigned areas of: HVAC, Data and Electrical, Safety and Security, Architects, Movers, Janitorial, and Food concessions.
- Provided department managers with space plans and costs associated with new hire projections, work area modifications, ergonomic requirements, and associate requests.
- Implemented approved space plans with all trades, working with internal technicians and Help Desk representatives.
- Collaborated with the Human Resource department involving the recruitment, identification, on-boarding, and training of staff personnel.
- Recruited and managed staff which included the Maintenance Supervisor, Receptionist, Shipping & Receiving Representatives, Mailroom Operators, and the Product Delivery Driver.
- Led and managed all facility related aspects of Norm Thompson's Retail and Outlet stores and made quarterly safety visits, inspections, and audits.
- Lead Project Manager involving the design, build out, and opening of the 52,000sqft Norm Thompson Call Center facility in 2005. Worked with and in tandem with the construction manager and a project team consisting of Norm Thompson staff, design architects, and various representatives of a property management firm.

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Retail Facilities Manager, Norm Thompson, (Multiple Oregon Retail/Outlet Store Locations), 2002 - 2010

- Supported a dual role with Norm Thompson; successfully led and managed multiple/complex facility projects and overseeing general business management responsibilities of a dynamic retail/outlet business.
- Trained both staff and associates involving safety and security awareness in accordance with an outsourced firm.
- Performed quarterly safety inspections and routine audits with proactive resolution to identified violations.
- Standardized procurement of office supplies and outsourced services of Janitorial, HVAC, and food concessions.
- During the economic down turn and company bankruptcy, collaborated and co-facilitated with store managers involving the closure of each retail and outlet store.

Administrative Assistant, Norm Thompson Outfitters, Portland, OR, 1993 - 1998

- Assisted in all office and administrative related functions and projects, directly reporting to the Executive Assistant, CEO, CFO, and the President of the organization.
- Participated in the site selection processes involving the new Norm Thompson Corporate Headquarters.
- Conducted space planning meetings for purchase of furniture and the cubical build out.
- Orchestrated 150 Associate's move into the organization's new facility, 1996. Project success involved extensive organizational skills and an innate aptitude and understanding of Facilities Management, directly paving the path for received career advancement within the organization.

EDUCATION

- Graduate, Beaverton High School, Beaverton, OR