

# KRISTIE WEBER

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## CAREER SUMMARY

Proactive and service-oriented Facilities Manager who has managed facilities across the United States, including opening, closing, and relocating branches, solving problems at facilities by working with vendors and property managers, and securing and maintaining business licenses. Experienced with communicating across all levels of an organization and working with external vendors to solve unexpected problems and issues.

## PROFESSIONAL EXPERIENCE

**FACILITIES MANAGER**, July 2018 – Present  
Company X, Portland, OR

- Manage over 50 facilities for a mortgage company with over 350 employees
- Solve over 100 problems per month at facilities across the United States working with vendor and property managers to resolve problems such as insect infestations, bathroom plumbing issues, and HVAC problems
- Supervise the opening, closing, and relocation of branches throughout the United State – to date have opened, closed, and relocated over 160 branches
- Secure and maintain business licenses every year with city and county jurisdictions for over 50 facilities
- Maintain a database of leases for all facilities and notify accounting of any changes using SmartSheet
- Establish and maintain vendor services for new and existing branches, including copier services, office supplies, and postage meters
- Worked with sign vendors, painters, and property management to update internal and external signage for over 50 branch locations following a name change in 2021

**OFFICE MANAGER**, January 2014 – July 2018  
Company Y, Portland, OR

- Oversaw committee of 10 people that managed the onboarding of 850 new hires, ensuring that new hire welcome packets were sent and computers were set up before employee started
- Planned Annual President's Club (40 attendees) and Annual Sales Meeting (100 attendees), including booking airline tickets, arranging transportation to and from the airport, securing hotel rooms, and arranging meals
- Booked travel to corporate headquarters for over 300 new loan officers, including flight, transportation, and hotel arrangements
- Served on committee that launched internal search engine and ensured that all deadlines were met by responsible parties

- Oversaw company's internal search platform and ensured the accuracy of data retrieved by personnel

**ACCOUNT MANAGER**, March 2010 – November 2013

Company Z, Lake Oswego, OR

- Interacted with insurance representative of Pacific Source, Kaiser, Blue Cross Blue Shield, State Farm, Moda Health, and other carriers in order address client questions or move them from one carrier to another
- Created presentations for over 100 clients annual review of their current medical benefits compared to other options to help them make an informed decision

**TECHNICAL SKILLS**

- Visual Lease (lease accounting)
- SmartSheet (project management)
- Loanvision (accounting)
- Asana (project management)
- ADP Workforce (human resources management)

**EDUCATION**

**B.A. in Journalism**

New Mexico State University