



SONJA ANDERSON

FACILITY MANAGER

CONTACT

Blue Island, IL 60406
312-539-4927
sonjaa@sbcglobal.net

LEADERSHIP

Proven leader in planning, problem solving, people management, vendor management, financial reporting and process improvement. Excellent organization and communication skills.

PROFESSIONAL AFFILIATION

International Facility Management Association (IFMA)

- IFMA's Volunteer/Mentor
 - IFMA's Membership Committee
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EXPERIENCE

September 2006 – Present

Facility Manager | North Central Region | Freddie Mac

- Real Estate, Space Planning and Project Management
- Oversee 30,000 sf of commercial high-rise space
- Manage support services staff and reception functions
- Assessment/procurement of office and pantry supplies
- Oversight of security, life safety and disaster recovery
- Approve all facility related expenses and payment of invoices
- Develop and maintain operating budget
- Monitor, plan and track all expenses to stay under budget
- Plan, administer and control budgets for contracts, office equipment and supplies

September 1999 – September 2006

Executive Coordinator | Single Family Sales | Freddie Mac

- Provided executive support to C-Suite executives and sales team
 - Coordinated travel arrangements and prepared expense reports
 - Planned team meetings and events for 200+ employees
 - Created marketing materials and departmental budget
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EDUCATION

Roosevelt University | Chicago, IL

CERTIFICATIONS

Facility Management Professional (FMP)

REFERENCES

Available Upon Request