

Mailee Standly

Assistant Facilities Manager

I am an experienced Assistant Facilities Manager with over 5 years of experience in the industry. I have a proven track record of managing and coordinating facilities operations and maintenance, as well as overseeing construction projects. I am highly organized and efficient, with excellent communication skills. I am able to work independently or as part of a team, and thrive in fast-paced environments.

mailee.standly@gmail.com 

(962) 480-1840 

Dairy Drive, DeForest, WI 53532 

Education

**High School Diploma
at Nicolet High School,
Glendale, WI**

Sep 2013 - May 2017

Some skills I've learned are time management, organization, and study habits.

Links

[linkedin.com/in/maileestandly](https://www.linkedin.com/in/maileestandly)

Skills

Maintenance



Cleaning



Organization



Scheduling



Budgeting



Customer Service



Communication



Languages

English



Hindi



Employment History

Assistant Facilities Manager at JLL, WI

Jun 2022 - Present

- Negotiated and oversaw construction of a new employee break room, resulting in a \$5,000 cost savings to the company.
- Led the development and implementation of a new preventative maintenance program that reduced equipment downtime by 25%.
- Successfully managed a \$1 million budget for facilities operations and capital projects.
- Managed a team of 15 Facilities staff members and contractors.
- Coordinated all moves, additions, and changes (MAC) for tenant improvement projects.

Facilities Manager at Cushman & Wakefield, WI

Sep 2017 - Apr 2022

- Led a team of 15 in-house and 30 outsourced employees responsible for the upkeep of a 5 million square foot facility.
- Implemented new waste management system that resulted in a decrease of monthly waste disposal costs by \$8,000.
- Negotiated a new cleaning supplies contract that saved the company \$4,200 annually.
- Coordinated with vendors to schedule repairs and maintenance for all building equipment and systems.
- Monitors building performance and recommends improvements to upper management.

Certificates

Certified Facilities Manager (CFM)

Feb 2021

Certified Energy Manager (CEM)

Apr 2019

Memberships

American Society for Healthcare Engineering (ASHE)

International Facility Management Association (IFMA)