

Malyna Hawkin

Building manager

Profile

A building manager with over five years of experience in the industry. I have a proven track record in managing and developing teams, as well as delivering excellent customer service. My key strengths include strong communication and interpersonal skills, which are essential in this role. I am also highly organised and efficient, with the ability to prioritise my workload effectively

Employment History

Building Manager at Bluegreen Vacations Corporation, SC

Apr 2022 - Present

- Negotiated and oversaw the construction of a new office building, which was completed on time and under budget.
- Hired and managed a team of engineers, architects and construction workers to renovate an old office building. The renovation was completed on time and within budget.
- Managed the construction of a new shopping mall. The mall was completed on time and within budget.
- Negotiated and oversaw the construction of a new factory. The factory was completed on time and within budget.

Assistant Building Manager at The Boulevard Company, SC

Aug 2017 - Mar 2022

- Negotiated and executed a contract with a new waste management company which resulted in \$3,000 in annual savings for the building.
- Implemented a paperless billing system for the building which saved \$1,200 annually in printing and mailing costs.
- Coordinated with vendors to schedule repairs and maintenance during off-peak hours to minimize disruptions and save the building 20% on labor costs.
- Researched energy efficiency programs and successfully secured a rebate of \$5,600 for the installation of LED lighting throughout the building.
- Managed move-in/move-out process for 50+ units, reducing turnover time by 30%.

Certificates

Certified Facilities Manager (CFM)

Mar 2021

Certified Energy Manager (CEM)

Dec 2019

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📍 Rosewood Drive, Columbia, SC 29201

Education

High School Diploma at Waccamaw High School, SC

Sep 2013 - May 2017

I've learned how to read, write, and do math.

Links

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

Skills

Construction

Maintenance

Repair

Renovation

Safety Procedures

Building Codes

Languages

English

Russian

Hobbies

Organizing

Crafting

Decorating