

# Tjuana Elarton

Facilities Manager

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## Details

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## Profile

I am a Facilities Manager with over 5 years experience in the industry. I have a proven track record of success in managing and overseeing all aspects of facility operations. I am an expert at developing and implementing effective policies and procedures, as well as maintaining compliance with all regulatory requirements. I possess excellent communication skills, both written and verbal, which allow me to effectively interact with all levels of personnel within an organization. My strong organizational skills enable me to successfully manage multiple projects simultaneously while always meeting deadlines.

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## Employment History

### Facilities Manager at Big Sky Resort, MT

Jun 2022 - Present

- Successfully managed a team of 12 engineers and technicians responsible for the day-to-day operations of all mechanical, electrical, plumbing, and life safety systems for a 5 million square foot distribution center.
- Utilized proactive maintenance strategies to reduce downtime and increase equipment lifespan resulting in \$100,000 in annual savings.
- Successfully completed a \$4 million renovation project on schedule and within budget.
- Implemented an energy management system that resulted in a 20% reduction in energy consumption.
- Developed and implemented policies and procedures that increased employee safety by 50%.

### Assistant Facilities Manager at Moonlight Basin, MT

Jul 2017 - May 2022

- Led a team of 8 engineers to successfully install a new HVAC system in the office, on time and under budget.
  - Negotiated a contract with a new vendor that saved the company \$5,000 per month on cleaning supplies.
  - Implemented a preventative maintenance program that reduced downtime of equipment by 25%.
  - Coordinated the installation of a new security system that increased safety and security for employees.
  - Managed the construction of a new wing on the office building, staying within budget and on schedule.
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## Education

### Associate's Degree in Facilities Management at Montana State University, Bozeman, MT

Aug 2013 - May 2017

I've learned how to effectively manage and maintain facilities so that they are safe and comfortable for occupants.