

Alexandre Canevari

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Experienced Facilities Management professional with over 10 years, – managing day-to-day projects in multiple locations, maintenance operations, staff management and budget. Also responsible for multiple vendors, relationship with client, building leases, new contract agreements and financial reports. Worked in a fast-paced industry with stressful situations, but also making high quality decision bringing saving to the companies.

HIGHLIGHTS OF QUALIFICATIONS

- Increased **financial results** by cost reduction projects of \$ 4 millions
- Delivered exceptional **customer care** service to more than 2000 employees attending their needs
- Work with accounting team in **creating budget** , **approving invoices** and **managing payments** of the area.
- Deliver a **exceptional work environments** for staff by implementing new services to employees
- Created new **data driven processes**, to reduce work time and **increasing client satisfaction**

AREAS OF EXPERTISE

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|-----------------------------------|--------------------|
| • Budget Control Management | • Lease Management |
| • Building and Grounds Management | • Purchasing |
| • Construction Management | • Space Planning |
| • Contract Compliance | • Staff Management |

PROFESSIONAL EXPERIENCE

FACILITIES AND MOBILITY MANAGEMENT | Hyundai Motor Company, Brazil 03/2018 – 07/2021

- Managed a \$40 million annual budget, including maintenance, new projects and operation.
- Cost savings projects that reduced the annual budget by 10% and annual costs by \$4 million by implementing new processes and technology driven data to services
- Redesign cleaning procedures by implementing data driven technology
- Establish procedures, standards and performance criteria to vendors and facility management responsibility
- Performed bidding services, negotiated contractual agreements, and created KPI and SLA to measure FM services
- Manage staff in multiple locations
- Implemented Business Intelligence tool, to oversee the results and prepare reports to directors
- Mobility and Fleet management, responsible for more than 500 cars, and Shuttle bus to more than 2000 employees
- Responsible for car sharing project, that reduced the working time in 90%, and employee's satisfaction in 80%.
- Negotiation of insurances, obtaining a better service with cost reductions of 8% each year

FACILITIES MANAGER | Alta Noroeste Sinalization, Brazil 03/2017 – 02/2018

- Management of the construction of new warehouse
- Implemented new Facility Management contract with SLA in preventive maintenance
- Responsible in managing and maintaining the assets of the companies 8 locations.
- Created new financial procedures to FM area with excel tool.
- Perform monthly reporting on Excel, PowerPoint and Word
- Operated quotation and purchases order of more than 100 item's
- Fleet management of 30 cars, including selling and maintenance
- Reduce annual fleet cost in 20%
- Responsible for a staff of 20 employees, from drivers to analysts

FACILITIES MANAGER | Colormaq, Brazil 10/2014 – 08/2016

- Responsible for overall team management, staff development and planning. Execute staff succession and growth plans aprox. 30 employees;
- Created projects in Autocad and Sketchup and manage all the construction including of new laboratory test with budget of \$500.000
- Manage the purchase of products of regular maintenance and new constructions
- Preparation and management of reports, dashboards and indicators in excel and power point;
- Budget management of security, cleaning, facility maintenance and construction
- Performed in average 30 invoices approval's monthly

FACILITIES COORDINADOR | PSBM Engineering, Brazil 04/2013 – 08/2014

- Project management of airports, heliports and industrial buildings on Autocad and Sketchup
- Management of company new lease buildings, responsible for the contracts and locations
- Created reports to company directors
- Financial management of the new company building, including employee payments, utilities payment and invoices.

FACILITIES ANALYST | Omron, Brazil 05/2012 – 04/2013

- Manage the new constructions of the company warehouse of 8.000m2 and budget of 7 millions
- Negotiated new Facilities contracts such as: Cleaning, Security, Restaurant, Telephony and transport, bring cost reductions of 10% in each contract
- Management of the new datacenter of the company delivering the new layout office on time
- Performed purchases and financial approvals monthly's

FACILITIES INTERN | Bosch, Brazil 04/2010 – 01/2012

- Supervision and Audit of Venders with Integrated Management System (ISO 14001 and OHSAS 18000)
- Cost controls of Facilities Management projects in Excel
- Follow-up on Real Estate projects

EDUCATION & CERTIFICATES

Administrative Information Management | SAIT, Calgary, Alberta (03/2023)

Civil Engineering | Brazil (12/2019)

Business Administration Bachelors | Brazil (12/2012)

Languages

Portuguese Native, Fluent English & Intermediate Spanish