A results driven management professional with a creative mindset and a joy for life, offers experience directing operations, projects and teams, the ability to inspire high productivity levels with an eye on bottom line factors while managing multiple projects with competing priorities, and a desire to make a difference.

In everything you do, Live, Love & Laugh.

Located in the Metro Atlanta Area www.linkedin.com/in/gabassett/



Facilities Manager

World Traveler

## श्चिल्य

"Besides being a joy to work with,
Anne is a take-charge leader,
inspiring and motivating
employees to a successful project
implementation no matter the
difficulty. In addition to writing
effective training modules for
facilities services, it was through
her plans and initiatives we saw an
increase in operational efficiency."

Francina Pace,
VP of Facilities Services
HomeBanc Mortgage Corp

8003

Writer

Anne

**Facilities Management** 

Ivan Allen Workspace

Project managed corporate & healthcare furniture services from inception & design to delivery and installation, including budgeting, planning, implementation, coordination and closing of multiple projects utilizing existing & new product.

HomeBanc Mortgage Corporation

Provided facilities operations direction for 1,000 employee base, implementing effective resource and project management strategies with responsibility of bottom-line factors. Responsible for creating corporate facilities communications and process manuals.

Worldcom

Provided facilities operations & project management for 1,500 employee base, involving space planning/design, scheduling & coordination, alteration, renovation & workplace installation, and operations maintenance & repair.

**IKON Management Services** 

Directed planning and operations for 70+ staff comprising 5 separate occupations (mail, copy, reception, security, janitorial) in a seven building network; Responsible for creating corporate manuals, employee training, and departmental communications.

Chapel Hill Harvester Church

Directed mailroom services, including coordinating volunteers for bulk mailings. Provided janitorial & maintenance & security services.

AT&T
Metropolitan
Atlanta Real
Estate
Restack

AWARD
Site Mgr of Qtr

2.8 million
Operating
Budget to 6%

Volunteer

Human Resources

•Training &

Payroll

- Financial
  - Budget

below

projections.

- •Invoicing
  •Profit & Loss
- Project
  Management

  •Budget &
  - Planning
    •Executing

Resource

- Problem Solving
- Development

   Management

Travel

- Operations
  •Property
- Management
   Repair &
- Maintenance •Vendor
- Relations
  •Business
- Continuity
- •Corporate Communications
- •Office Practices

Missions

Administration



<u>www.gannebassett.wordpress.com</u> <u>https://www.facebook.com/pages/G-Anne-Bassett/489634307781782</u>









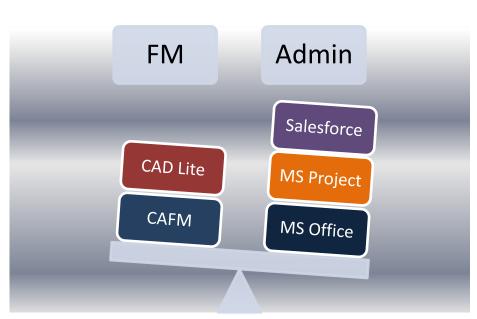






Teaching English as a Second Language





Luacation	Georgia State University	English/Theatre Arts
	GA Perimeter College	English
	Total Technical Institute	Computer Hardware Technology