

## Professional Profile

Professional and diligent Senior Site manager capable of delivering high quality customer experience over a wide range of service deliverables over multiple locations. Proven man management skills, both as direct line manager and in project coordination. Implemented strategic initiatives leading to productivity improvements and cost savings. Ability to understand manufacturing and maintenance processes providing solutions that optimise business strategy, client requirements and energy saving. Strong awareness of Health and Safety requirements and incident reduction strategies. Successful project implementations provides me with a proven record of adapting quickly to new working environments, working closely with other support service groups to deliver safe, flexible and fit for purpose work environments, supporting the client business needs and to achieve project goals.

## Core Skills

- |                                    |                               |                                     |
|------------------------------------|-------------------------------|-------------------------------------|
| - Microsoft office based packages  | - Proficient Italian language | - Maximo and CMMS packages          |
| - Web based collaboration systems. | - Proficient with CAD         | - Certified Energy Manager          |
| - EHS requirements and legislation | - Fire Marshal                | - Change management                 |
| - MS Project / PMI methodology     | - First Aider                 | - Operational excellence techniques |

## Career Summary

**Mar 2021 – Present****EMBL Monterotondo  
Building Maintenance Officer**

Key responsibilities

- Manage the maintenance of equipment and supplies to keep the Unit's activities fully operational;
- Inspect building structures to determine the need for repairs or renovations;
- Ensure the coordination of the interventions of external companies, to manage and guarantee the continuous efficiency of the systems, to ensure the execution (preventive, ordinary and extraordinary) of the interventions;
- Responsible for archiving the technical documentation of all plants and building works (e.g. user's manuals, assembly, guarantees, deadlines...); managing the preservation of plant spare parts; managing an allocated and budgeted (expenditure) budget through periodic reporting and approval of expenses;
- Ensure the connection at the technical level with the Unit's host organization regarding the maintenance of centralized technical systems on the campus.

**Apr 2015 – Mar 2021****Sodexo Italia, (Rome & Milan)  
Senior General Services Manager**

Outline

Lead teams of 17 and 6 staff providing the integrated Facility Management at the MSD Italia HQ in Rome and Animal Health office in Milan and oversee the offices in Israel and Cyprus.

Responsible for providing hard, soft and food services for the safe operation of the client owned building and rented office spaces, both as self-performed activities and through subcontractor management. Budget control in line with contractual savings targets completion of additional project works request by the client. Ensure client satisfaction through strong governance and KPI reporting process.

Key responsibilities

- Lead the Facilities teams at both sites, ensuring business continuity
- Manage the on-site contract and services to the agreed standards, ensuring client satisfaction
- Liaise with landlords/ operating agents and ensure that the office space and environment is fit for purpose
- Ensure alignment with Health and Safety requirements are drive preventative measures with relevant logging and reporting of events to improve risk awareness and safety culture.
- Develop local facilities business plans and budgets in line with international contractual agreements, budget control within the quarterly forecasting.
- Identify and implement efficiencies in delivering the facilities service
- Co-ordinate all soft and hard services, both planned and reactive to ensure a fully operational, clean and environmentally friendly workplace
- Responsible for the monitoring and delivery of accommodation projects, providing internal project management for internal moves and office relocations
- Act as the client's go-to contact and liaise closely with local Area Manager and international Operations Directors to effectively manage the contract
- Provide direction and expertise to the operating area by promoting Sodexo strategies and best business practices in order to uphold the company mission and values

- Ensure that statutory requirements and company policies and procedures are followed, and deadlines are met so sites are compliant with corporate governance policies
- Build long-term relationships with client that add value and are based on mutual trust

#### Key Achievements/Projects

- Oversaw the operations of the office environments over the pandemic situation.
- Achieved budget reduction and year on year savings targets totalling over €200k through team optimisation, leveraging technology and changing service suppliers maintaining agreed service levels.
- Oversaw renovation projects for the client canteen space and internal reception area and installation of new security system for the Rome and Milan offices.
- Re-organisation of client business units and support functions in main office in Rome moving over 250 personnel

**March 2009 – April 2015**

**GeSerInd S.r.l. Viale F.Petrarca, 7 – 04100 Latina (LT)**  
**Project & Facilities Management** (consultancy to MSD FM EEMEA Division)

#### Outline

Successfully managed projects and provided Facility Management Support for MSD sites in the Czech Republic, Germany, Italy, Morocco, Tunisia, Algeria and Nigeria. Introduction of Integrated Facilities Management, to new sites through MSD's regional business partners, identifying service scope and reviewing service delivery. Other collaborations for the FM EEMEA group include space planning and project scheduling for consolidation projects at MSD in UK and South Africa.

#### Key responsibilities

- Responsible for the budgeting
- Capital funding approvals from MSD committees
- working with other service functions
- coordination of external project management resources
- communications to regional and local business leadership teams on progress and eventual project handover
- Interaction with MSD Environmental, Health and Safety and Security for implementation of strategic initiatives

#### Key Achievements

- Project Lead representing MSD FM for the MSD IT New Global Innovation Centre in Prague, Czech Republic. Project scope is to fit out 6200m<sup>2</sup> of office space to accommodate 600 personnel, working with the building developers to uplift the Landlord's base fit-out to meet MSD requirements under accelerated project delivery conditions.
- Project managed the consolidation project in Haar offices working closely with the local business to relocate all 600 occupants during the HVAC infrastructure works and to accommodate 75 additional personnel.

**Project Manager / Maintenance Administration Support** (IRBM, MSD Research Laboratories)

**PMS S.r.l. Viale F.Petrarca, 7 – 04100 Latina (LT) October 2004 – March 2009**

Project management (€1- €5 million), Site infrastructure and capital project plans, large scientific instrument installations. Maintenance support through administration of MAXIMO and development of maintenance activity KPI's. Coordinated site activities in support of Merck Energy saving directives, producing 3 year site action plan with over 30% energy reduction.

**Project Engineer** (Infrastructure, laboratory and office space remodelling)

Eli Lilly and Company. Surrey. April 2001 – October 2004

### **Education and Qualifications**

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1993 - 1994 Leicester University

Post-Graduate Diploma - Electronics, Electrical and Mechanical Engineering

1988 -1993 University of Mid Glamorgan, South Wales

B.Eng. Honours Chemical Engineering (2,2) (including 1 year student placement at Gulf Oil. Milford Haven Refinery)

HND Chemical Engineering

### **Personal status**

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Married with two children