

Patrick C. Picotin
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Profile

Operations, Facilities, Property, Contract & Purchasing Director/Administrator/Manager. Extensive experience in operations, facilities, property, real estate practices, real estate and business law procedures, purchasing, vendor, and contract management. Have three degree's in facilities management, real estate law paralegal, and business management.

Operations Management Expert Advisor

Patrick Picotin consulting
San Francisco, CA 94123
2009-2011

Provide operations management advice to White House Forum. Advised in all aspects of engineering, environmental procedures, environmental products, operations management, logistics, purchasing, mechanical assessment, process and procedures, communications, and etc. Research all alternative energies.

Advise Japanese companies in Japan on electrical power reductions and water purification methods.

Advise Haiti camps about facilities operations.

Property and Facilities Manager

US Bank
Redwood City, CA 94063
2007-2009

Work in Corporate Real Estate Department. In charge of 84 corporate, commercial, bank branch, and community properties from border of Oregon down to and including San Francisco bay area. Manage facilities management, leasing, legal, tenants, rent payments, federal reporting reports, capital budgets, capital projects, discretionary expense projects, vendor management, asset management, vendor contracts, vendor selection, and etc.

Extensive budgeting with monthly accounting audits and budget forecast meetings. Manage and plan 84 operations budgets. Manage operations budget of \$12,000,000 not including capital expenditures projects. Project manage all US Bank and tenant renovation projects, property manage tenants, work closely with district managers and district operations managers of US Bank branch locations. Communicate, coordinate, and implement US Bank directives down to bank branch managers.

Director of Facilities

Fort Mason Foundation
San Francisco, CA
2006-2007

Direct operations and facilities management. Manage large staff of workers including several facilities managers and supervisors. Management of personnel includes hiring and terminating personnel, maintaining appropriate personnel levels, evaluating personnel performance, and awarding performance increases. Schedule work for all employees.

Plan and manage facilities operations budget and capital improvements budgets. This includes keeping track expenses to remain within budgeted funds. Manage total facilities purchasing process from RFQ up to contract acceptance. Project manage all tenant renovation projects, property manage 30 tenants, work closely with 30 executive managing directors of multiple organizations, project manage multimillion dollar historical restoration projects, and project manage multiple non historical restoration projects. Manage hazardous waste program, maintain extensive reporting records following stringent federal guidelines, work closely with multiple Federal government agencies, and work daily with Federal National Park Service. Manage thousands of events. This involves working closely with the Directors of client services, sales, communications, theatre operations, and development. As well, all contracted vendors and clients of

events. My function as Director of Facilities is to handle everything that involves property, tenants, events, real estate tenant's rules and regulations, tenant payments, capital projects, disasters, Fire/Life and Safety, maintenance, electrical systems, mechanical systems, telecommunications systems, janitorial, security, insurance, and etc. This involves all aspects from facilities, property management, real estate legal requirements, purchasing, contracts, and etc.

Operations and Facilities Management Administrator

SAP Labs America
(SAP Labs America Palo Alto site campus)
Palo Alto, CA
2001-2006

Job tasks included management of personnel, hiring personnel, maintaining appropriate personnel levels, evaluating personnel performance, attending management meetings, delegating work orders to personnel, managing and coordinating vendors, short and long term planning, project management, operations problem solving, payment of bills, space planning, designing floor plans for present and future needs using AutoCAD, managing UPS/HVAC/and electrical generator systems, managing and problem solving network/electrical/telecom/and data installations and reconfigurations, and project managing furniture reconfigurations and installs from conception to completion.

Facilities and Relocation Manager

Facilicorp Facilities Management
(SAP Labs America Palo Alto site campus)
San Jose, CA
2000-2001

Worked at SAP Labs Palo Alto campus as a project manager in facilities and operations management department. Managed staff and projects, managing and delegating work orders to personnel, space planning management, construction management, data networking/telecommunications/ and electrical management, management of vendors, and project managing department moves.

Senior Facilities Manager

Bains Facilities Management
(Hewlett Packard Cupertino site campus)
Mountain View, CA
2000-2000

Worked in facilities management department for Hewlett Packard Cupertino California campus. Managed seven project managers, two Jr. project managers, three AutoCAD operators, administrative personnel, staff of move personnel, staff of data communications personnel, and multiple vendors. Planning, managing, and scheduling multiple simultaneous projects while managing staff and vendors was a daily task. Extensive knowledge of facilities management, spacing planning, modular and free standing furniture specifications, telecommunications networking, data cabling and electrical requirements, computer and equipment requirements, construction regulations and requirements, network administration procedures, and construction project management. My duties also included selection, evaluation, and screening of vendors.

Facilities Specialist and Buyer

Blue Cross Blue Shield
Columbia, SC
1998-2000

Plan, manage, schedule multiple simultaneous projects, interact daily with senior executive management in regards to present and future project needs, assign work to responsible departmental managers and vendors, obtain quotes and procure products. Maintain extensive knowledge of space planning, telecommunication networking, data cabling and electrical requirements, computer and equipment requirements, construction regulations and requirements, and network administration procedures.

Facilities Supervisor, Coordinator & Procurement Specialist

Fluor Daniel Inc. /TRS

Greenville, SC

1996/1998

Reported directly to Executive Director of Facilities and Operations. Interacted daily with Fluor Daniel project & company executives in regards to their present and future needs, assigned multiple projects to manage, delegated work to responsible supervisors, met with project and company executives to make sure work was completed to their satisfaction, scheduled multiple simultaneous projects using project manager software program, managed procurement process and procedures, obtained quotes and ordered products from manufacturers, maintained procurement files, managed all facilities warehouses and personnel, and developed inventory and tracking system for all warehouses.

College Education:

California State University Hayward

Hayward, California

2002-2004

Facilities Manager and Maintenance Certification degree

Central Connecticut State University

New Britain, Connecticut

1987-1990

BS Degree in Business Management/Marketing

Manchester Community College

Manchester, Connecticut

1984-1987

AS Degree in Real Estate Law/General studies

Member of IFMA (International Facilities Managers Association)

Special Training:

Extensive legal education in business, operations, contract, and real estate law.

Facilities Manager Certification

Contract Management Certification

Effective contracting training

Bargaining with Vendors and Suppliers training

National Electrical Code training

Tracer Summit computerized system for HVAC administration training

Fire system and sprinkler system administration training

UPS (Uninterrupted Power Supply) administration training

Spill response and Prevention training

Mechanical and Electrical Equipment for buildings training

Facilities Manager & Project Manager training

Project administration and Supervision training

Electrical and Mechanical training

Energy Management training

Preventative and Predictive maintenance training

Effective speaking training

SureTrak Project Manager Software training

Real estate Principles and Practices for Real estate agents