

CAROLYN HICKEY

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CAREER OBJECTIVE

To obtain a challenging position that utilizes my extensive facilities management experience.

QUALIFICATIONS

- Twelve years experience as facilities manager for a private 700 student, K-12 school.
- Proven ability as administrative department head and secretary.
- Developed and implemented a budget and strategic organizational plan for property, facilities, and vehicle maintenance. This included long-range planning for high budget impact projects.
- Proficient with all types of clerical duties including correspondence, research, reports and budget management.
- Acted as liaison with a local municipality during a major road project.
- Built effective relationships with parents, students, staff, community members and city officials.
- Proficient with the MS Office Suite, Sage MIP (accounting software), multi-line phones, copiers, and office equipment.
- Excellent ability to communicate data in verbal and written form to a wide audience.

WORK EXPERIENCE

08/08 - Present **Volunteer, City of Des Moines - Planning, Building and Public Works; Code Enforcement**

- Organized Building Department archives, locating specific permits and filing related information.
- Assisted Code Enforcement by updating cases in Sierra, and located property on the proprietary GIS program.
- Performed internet skip trace searches to locate property owners and generated correspondence.

1996-08/2008 **Facilities Manager, Seattle Christian Schools**

- Responsible for the maintenance of all facilities and grounds.
- Supervised department employees including transportation and maintenance employees, while coordinating contract employees.
- Contract Administrator for the department and negotiated pricing agreements with vendors.
- Generated and maintained the annual and long-range department budget, purchased supplies, equipment and textbooks.
- Effective communication with students, parents, staff and the community.
- Performed oversight for the student transportation department including regulation compliance.
- Coordinated Emergency Management Services school-wide, and developed all processes and procedures.
- Served as the Administrative Secretary for the department.
- Liaison to the City of SeaTac providing information to the Engineering Department and City Council.

EDUCATION

BA Theology