

Luke Krejci

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**Academic Background**

- Diploma of Project Management at University of New England.
- JLL Risk & Compliance training:
 - Basic Risk Management
 - CEM 1
 - CEM 2
 - Building Operations
 - Contractor Management
 - Finance
- Qualified Supervisor Certificate – Electrical.
- Senior First Aid Certificate
- OH&S training. (White card)
- North Sydney College of TAFE. Electrical Trades certificate.

Professional Excellence Summary

I am a professional, highly motivated and strategic thinking Operations Services Manager with a proven track record in Facilities Management. I have over 8 years of experience, predominantly in Corporate Building Management with experience in managing and leading multi-discipline teams. I believe my excellent communication and interpersonal skills together with my ability to deal professionally with internal and external stakeholders at all levels will make me an invaluable member to any successful team.

- Previous multi-site experience, commercial & industrial sites.
- A demonstrated ability to prioritise work within tight operational and financial deadlines.
- A positive approach to meeting client's needs whilst managing tenant expectations.
- The ability to empathise with tenant needs and a demonstration of a good customer service ethic.
- An ability to comfortably communicate with people at all levels.
- Proficient in MS Word, Excel and Outlook.
- Own vehicle and current licence.
- Self-motivated, enjoy working as part of a team or independently.
- Excellent project and people management skills.

Professional Background:

2017 – Present: Senior Facilities Manager at Colliers International. Parramatta.

- Co-ordinated the day to day operational aspects of an A-class multi tenanted portfolio of buildings in the Western Sydney area.
- Compliance & Certification ensure compliance with all relevant statutory authorities and good engineering practices in relation to maintenance of the property structure, façade, fittings, finishes and services.
- Ensure certification is obtained from relevant contractors and consultants for all essential services and the timely preparation of the annual Fire Safety Statement or other relevant documentation as stipulated by the local authority.
- Maintenance & Risk Management, Co-ordinate the effective and efficient management of all property services and other works required to be carried out within the properties.
- Budgets & Reporting, preparing annual property operations and capital works budgets and the monitoring and updating of budgets on a quarterly basis.

2014 – 2017: Building Operations Manager at JLL. Parramatta.

- Co-ordinated the day to day operational aspects of an A-class multi tenanted icon building in Parramatta.
- Compliance & Certification ensure compliance with all relevant statutory authorities and good engineering practices in relation to maintenance of the property structure, façade, fittings, finishes and services.
- Ensure certification is obtained from relevant contractors and consultants for all essential services and the timely preparation of the annual Fire Safety Statement or other relevant documentation as stipulated by the local authority.
- Maintenance & Risk Management, Co-ordinate the effective and efficient management of all property services and other works required to be carried out within the properties.
- Budgets & Reporting, preparing annual property operations and capital works budgets and the monitoring and updating of budgets on a quarterly basis.

2012 – 2014: Property Services Supervisor at JLL. Parramatta.

- Co-ordinated the day to day operational aspects of a portfolio of properties owned by Lend Lease. Overseeing the implementation of, and adherence to established policies and procedures.
- Compliance & Certification, ensure compliance with all relevant statutory authorities and good engineering practices in relation to maintenance of the property structure, façade, fittings, finishes and services.
- Ensure certification is obtained from relevant contractors and consultants for all essential services and the timely preparation of the annual Fire Safety Statement or other relevant documentation as stipulated by the local authority.

- Maintenance & Risk Management, Co-ordinate the effective and efficient management of all property services and other works required to be carried out within the properties.
- Budgets & Reporting, preparing annual property operations and capital works budgets and the monitoring and updating of budgets on a quarterly basis.

2010 - 2012: Self-Employed. Set up Private Company to monitor and trade the Equity and Derivatives market.

- Development of trading strategies to trade the Equity and Derivatives market.
- Risk management of portfolio.
- Options, Futures, shares and currency trading.

2009 - 2010: Maintenance Technician at Intact group. Sydney CBD.

- Provided reactive and preventative maintenance for Commonwealth Bank at 201 Sussex St Darling Park.
- Responsible for repairs and maintenance tasks including, but not limited to, door & lock repairs, patching & painting, carpeting, tiling, minor carpentry, lamping, changing washers and small moves etc.
- Electrical, Data/communications and Audio/ Visual installations.
- Minor Fitout, Demolition and Strip-Outs
- Developed strong working relationships with tenants and onsite FM, interacted with them and attended to their needs on a daily basis.

2005 - 2009: Self-Employed. Set up Private Company to monitor and trade the Equity and Derivatives market.

- Development of trading strategies to trade the Equity and Derivatives market.
- Risk management of portfolio
- Options, Futures, shares and currency trading.

1998 - 2005: Worked as Electrician for Raven Electrical, Gladesville.

- Worked on residential, commercial and Industrial work sites.
- Office fitout, house rewire to hotel construction wiring.
- Installation of all sizes of electrical cables.
- Installation of data cat 5 cable and telephone cable.
- Lights, power and advanced controlled switching.
- Safety lead and equipment testing.

1996 - 1998: Started as 1st year Electrical Apprentice at Brooks Merchant, Rydalmere.

- Switchboard Manufacturing.
- Construction and wiring of large commercial and industrial switchboards.
- Working with high voltage bus bar systems.
- Advanced switching and relay systems.

REFERENCES

- Matthew Golding – JLL: 0423 342 393
- Ferdinand Lengyel – Colliers: 0411 951 615
- Gavin Tocher – Colliers: 0437 077 266