

Phillip Caldwell

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Dear to whom it may concern,

You will find that I have extensive experience in **Facilities Management, Capital Project Management, and Leading Green Initiatives.**

Below is a summary of *several* of my past jobs and descriptions and how I may meet and/or exceed your needs.

Position Requirements	My Qualifications
10+ years of related experience or equivalent combination of education and experience.	Extensive experience in facilities management, spanning over three decades across More Residential, Behringer Harvard/Monogram Residential, and AMLI Residential.
A solid ability to read and interpret MEP service manuals, product data, installation guides, blueprints, and wiring diagrams.	At More Residential, I coordinated major repair operations and capital improvements, which included formulating project scopes, submitting RFPs, reviewing bids, and awarding contracts. This role required a deep understanding and interpretation of MEP (Mechanical, Electrical, Plumbing) service manuals, blueprints, and diagrams to ensure project specifications were met. Likewise, my roles at Behringer Harvard/Monogram Residential and AMLI Residential involved similar responsibilities, particularly in evaluating operating efficiencies and maintenance needs, and overseeing MEP system projects from design to commissioning.
Strong background in mechanical, electrical, and plumbing repairs, service/maintenance, installation, and design as well as a familiarity with building mechanical, electrical, and plumbing controls and building automation systems (BAS).	Throughout my career, I have guided and supported on-site teams in resolving building operation issues, which involved significant work on mechanical, electrical, and plumbing systems. You have also organized and led training sessions to ensure teams were proficient in the maintenance, operation, and troubleshooting of these systems. My expertise includes the strategic integration of building automation systems (BAS) to enhance operational efficiency and performance, a key aspect of modern facilities management.
Knowledge of the basic principles of building science and LEED is a plus.	

The enclosed resume presents a more detailed listing of my capabilities. I would welcome the opportunity to meet with you personally to discuss how I can employ my talents to support the continued success of your firm.

Thank you in advance for your consideration.

Sincerely,
Phillip Caldwell

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EXECUTIVE SUMMARY

An innovative and performance-driven **Facilities Executive** and a key member of the leadership team, with 20+ years of experience overseeing operations for major repairs and capital improvements for residential properties. Experienced leading large projects, and conducting due diligence on potential asset acquisitions, assessing physical condition, safety requirements, service contracts, and environmental issues.

- **Communication / Relationships:** Exceptional communication, negotiation, and presentation skills. An influencer with the ability to build robust and mutually beneficial business relationships at all levels.
- **Leadership:** Extensive experience building, developing, and leading high-performing, cross-functional teams.
- **Project Management:** Experienced planning and executing full-lifecycle, complex projects, from planning to completion. Delivering high-profile projects on time and within budget, while accomplishing project objectives.
- **Trusted Advisor:** Successfully partnering with key stakeholders including leadership teams, ensuring alignment, and providing advisement on project progress, cost efficiencies, financial review, process improvements, and asset optimization.

CORE COMPETENCIES

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|-----------------------------------|-------------------------------|----------------------------------|
| • Facilities Leadership | • Property Inspections | • Leadership / Team Development |
| • Operations Management | • Leases | • Problem Solving |
| • Repairs / Capital Improvements | • Acquisition Due Diligence | • Green Initiatives |
| • Budget Development / Management | • Contract Reviews / Awarding | • Contractor Relations |
| • Capital Project Management | • Risk Management | • Cross-Functional Collaboration |

PROFESSIONAL EXPERIENCE

MORE RESIDENTIAL - Plano TX

2019 - 2024

SVP of Facilities

Served as Senior VP of Facilities for a leading real estate investment trust that owns and operates over 20,000 apartment units across the US. Coordinated major repair operations and capital improvements, including formulating project scopes, submitting RFPs, reviewing bids, and awarding contracts in line with budget and project specifications.

- Oversaw the complete lifecycle of property improvements from initial scoping to final inspection, ensuring compliance with financial and contractual agreements through regular meetings and on-site inspections.
- Conducted due diligence for potential asset acquisitions, evaluating physical condition, safety compliance, service contracts, and environmental standards; managed projects based on PCA and PTW findings.
- Supported on-site personnel by coordinating major repairs, addressing technical queries, and troubleshooting operational issues to enhance property management effectiveness.
- Assisted in budget preparation and financial reviews for property management, focusing on repair & maintenance and capital improvements, ensuring budget adherence, and addressing financial discrepancies.
- Conducted physical inspections of properties, assessing exterior conditions, amenities, and service quality to maintain high standards and operational efficiency.
- Recruited and interviewed candidates for Service Manager positions in collaboration with Community Managers, enhancing team capabilities and service delivery.
- Periodically reviewed property maintenance, service contracts, and capital expenditure against budgets, providing strategic insights and troubleshooting, as necessary.
- Championed Green initiatives and standardization in purchasing processes to promote sustainability and cost efficiency across properties.
- Collaborated closely with Properties and Risk Management to address and mitigate property loss/casualty issues, ensuring robust risk management practices.

VP of Facilities

Provided leadership and governance to facility operations. Employed problem-solving skills to assist onsite teams in resolving building operation issues, enhancing overall efficiency and performance.

- Conducted asset reviews to evaluate operating efficiencies and maintenance needs, focusing on creating tailored preventative maintenance programs for critical mechanical, electrical, and plumbing systems.
- Organized and led training sessions to ensure onsite teams were proficient in the maintenance, operation, and troubleshooting of major systems, while also coordinating technical support and major repairs.
- Guided property management teams in budgeting for third-party maintenance contracts, ensuring financial prudence and operational integrity in major mechanical and building system upkeep.
- Participated in the due diligence for potential acquisitions, assessing the condition of major systems and forecasting necessary expenditures for asset maintenance or upgrades.
- Oversaw the operational condition and maintenance of elevators portfolio-wide, managing major repairs and contractor relationships to ensure system reliability and safety.
- Collaborated with construction and development teams on major MEP system projects from design to commissioning, ensuring specifications met operational needs and standards.
- Coordinated major repair operations and capital improvements, managed contracts from proposal to completion, ensured compliance with budget and specifications, and approved related financial transactions.

AMLI RESIDENTIAL - Addison TX

1991 - 2009

VP of Facilities

Led operations for major repairs and capital improvements, including formulating project scopes, reviewing and approving bid proposals, preparing and awarding contracts, and ensuring compliance with budgets and specifications.

- Oversaw contractor interactions during project execution; conducted meetings to address issues, approved changes, and ensured adherence to agreements. Monitored ongoing work, conducted site walk-throughs, and prepared punch lists for project completion.
- Conducted due diligence for asset acquisitions, assessing physical condition, safety protocols, service contracts, and maintenance records. Reviewed and developed property condition assessments and project timelines.
- Assisted the Property Management Team in preparing budgets for repairs, maintenance, and capital improvements. Reviewed financial allocations, supported major expense troubleshooting, and evaluated service contract terms.
- Performed physical inspections of properties to assess exteriors, amenities, and service quality. Implemented 'Green' initiatives to promote sustainability and standardized purchasing across properties.
- Supported the recruitment and interview processes for Service Managers in collaboration with Community Managers. Engaged with Risk Management to address property loss and casualty issues.

EDUCATION

HVAC - ATI Technical - Dallas, TX