Branwen Kowalczyk

Facilities Manager

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SUMMARY

Facilities manager with 6 years of experience across corporate office and multi-site retail, overseeing preventive maintenance, vendor contracts and safety compliance for up to 12 locations. Cut emergency repair spend by $85,000 a year through a new preventive maintenance schedule, and led a HVAC retrofit that lowered one building's energy bill by 22%. Known for vendor negotiations that hold contractors to measurable response times.

EXPERIENCE

Facilities Manager — Meridian Retail Properties

Charlotte, NC · Feb 2023 – Present

- Manage preventive maintenance, vendor contracts and capital projects across 12 retail locations totaling 180,000 square feet.
- Rebuilt the preventive maintenance schedule for HVAC, refrigeration and electrical systems, cutting emergency repair calls by 40% and saving $85,000 a year.
- Negotiated a new janitorial and landscaping contract across all 12 sites, reducing annual spend by $38,000 while adding a 4-hour response commitment.
- Led a lighting and HVAC retrofit at the flagship store that lowered its monthly energy bill by 22% and paid back the $95,000 investment in under 3 years.
- Ran quarterly safety walkthroughs at all 12 sites, closing 95% of flagged hazards within 30 days and passing every fire marshal inspection.

Assistant Facilities Manager — Ashgrove Corporate Center

Charlotte, NC · May 2020 – Jan 2023

- Supported facilities operations for a 220,000-square-foot office campus housing 900 employees across 3 buildings.
- Managed a $1.1M annual facilities budget, tracking spend against plan monthly and flagging 2 vendor overcharges that recovered $14,000.
- Coordinated 6 outside contractors for HVAC, elevator and electrical work, cutting average repair response time from 48 to 18 hours.
- Oversaw the campus's move to a new work-order system, reducing average ticket resolution time from 5 days to 2.

SKILLS

Operations: Preventive maintenance, work order systems (CMMS), capital planning, space planning

Vendor management: Contract negotiation, SLA management, bidding, janitorial, HVAC, electrical, landscaping

Safety and compliance: OSHA standards, fire and life safety, ADA compliance, emergency preparedness

Tools: CMMS platforms (Maintenance Connection), Excel, building automation systems

CERTIFICATIONS

Certified Facility Manager (CFM), IFMA, 2022

OSHA 30-Hour General Industry, 2021

EDUCATION

B.S. Facility Management, Appalachian State University, 2018

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