

THOMAS C. GEORGES

CORPORATE FACILITIES ADMINISTRATOR, RETIRED US ARMY COLONEL, AND REAL ESTATE PROPERTY OWNER/MANAGER WITH PROVEN LEADERSHIP SKILLS

PROFESSIONAL PROFILE

Administration & Operations Management ▪ Leadership ▪ Project Management ▪ Strategic Planning
Process Improvement ▪ Financial & Budget Management ▪ Culture ▪ Operational Support

Experienced forward thinking and open-minded administrator with success in high profile leadership roles, for both established and start up endeavors. Proven ability to multitask, prioritize, function efficiently and responsibility in emergency situations. Provides strategic, administrative and technical oversight to lead organizational change efforts, influencing multiple functions to meet goals and objectives. Provides essential leadership and guidance to address a wide variety of safety challenges and emergency threats. Worked in close collaboration with executive leadership, researchers, administrators, foreign constituents and industry partners. Additional competencies include:

- Strategic Planning & Leadership
- Multi-Site Facility Operations
- Contract Negotiation/Administration
- Regulatory Accreditation/Compliance
- Operational Forecasting
- Logistics & Supply Operations
- Personnel Management
- Project Planning & Execution
- Customer Satisfaction
- Long Term Capital Planning
- Six Sigma Methodology (Green Belt)
- Training, Evaluation, & Mentorship
- Fleet Vehicle Program Management
- Environmental Health & Safety
- Personnel Collaboration

PROFESSIONAL EXPERIENCE

FACILITY AND ADMINISTRATION MANAGER – MITSUBISHI ELECTRIC, VERNON HILLS, IL

2019-PRESENT

Replaced the Director of Administration. Responsible for all aspects of the Corporate Office and eight satellite offices. Manage the Facility, Administration, and Environmental, Health and Safety Departments. Develop and implement policy and budget.

Administration

- Manages/coordinates all bidding and vendor contracts for the Corporate Office
- Directs and coordinates all internal/external offices services, office supplies, contracts, leases, mail distribution, cafeteria, security services, employee communications, records retention, and Corporate Travel Card programs
- Manage Property and Liability Insurance, and Certificates of Insurance verification and safety programs working with FM Global, Tokio Marine, and Marsh Insurances
- Manage the Fleet Vehicle Program to include establishing policies and vehicle selection
- Manages the Company travel services to include procurement of cost-effective travel services and travel costs

Facility Management

- Oversee safety, security, and maintenance of building systems and physical assets
- Administers remote offices, including lease, renewals, relocation, outside services, supply/furniture requisition and budget
- Negotiates bids and contracts of preventative and incidental maintenance of Company buildings and grounds
- Develops policies and plans for facility space allocation, utilization, and office relocations

Environmental Health & Safety (EHS)

- Establishes and promotes safe and healthy working conditions, in compliance with local, state, and federal regulations
- Partners with the business units and insurance providers to assess work related accidents and provide appropriate accident prevention training by recommending measures to prevent industrial accident and health hazards
- Maintains crisis management, emergency response procedures, and team member annual training requirements
- Manages environmental protection issues and acts as environmental management representative
- Manages all company waste, recycling and scrap processing & handling; negotiates with outside contractors for waste removal/processing
- Facilitates reporting and compliance of risk management activities to Illinois EPA and OSHA

Corporate Social Responsibility

- Executive Advisor for employee events with the Activities Committee, philanthropic activities with the VISION Committee 501(c)(3), and member of the Ideas in Motion, employee Suggestion Committee
- Maintains public/community relationships in the local business community to promote a positive company image

Hear testimony on real estate parcels to determine fair market value.

- Make recommendations to the Illinois Department of Revenue on applications for property tax exemptions
- Approves homestead exemptions for owner occupied properties
- Appointed by the County Board as prescribed in state statute

OWNER/ENTREPRENEUR – BOARDWALK PROPERTIES, TWIN LAKES, WI

2014-PRESENT

Self-employed entrepreneur for single family and multi-unit real estate. Manage facilities, maintenance (HVAC, electrical, janitorial, landscape, mail distribution, security systems) and construction management (contractors, architects, and design professionals). Spearheaded property site selection, acquisition, assessment and all special building construction and facility projects. Coordinate with government agencies (plan approval, permit acquisition), environmental (WI DNR) and safety (Fire Department) matters. Shaped a sustainable organizational infrastructure by effectively managing human capital and fiscal assets.

- Responsible for daily management to achieve annual goals set through development of a capital improvement plan
- Managed construction and renovation projects for commercial and residential projects at multiple locations
- Managed properties, establish operational policies, and regularly coordinate with tenants for finance and scheduled services
- Provided direction for continuous improvement to support various business changes and meet customer requirements
- Regular responsibilities include: balance sheet, forecasting, determine market rental rates, and cap rates

UNITED STATES ARMY, COLONEL, various locations worldwide**DIRECTOR (ADMINISTRATION AND GENERAL OPERATIONS) – HTS, FORT LEAVENWORTH, KS**

2011-2014

Directed operations for an over 400-employee organization with 12 site locations. Managed director level staff of 10 divisions to include: human resources, operations, facilities (supply & logistics), training, IT, and operational staff (research, analysis, assessment & evaluation) building a diverse and highly effective team, fostering collaboration with key stakeholders. Built the organizational structure and support systems to position teams in influential positions within large and small business units located worldwide. Full operational responsibility for all global facilities, organizational effectiveness, strategic plan development, employee communication, budget, resource management, and development of standard operating procedures.

- Implemented enterprise-wide quality system, instilled solid leadership, improved structure, managed and allocated organizational resources, and enhanced facilities, construction operations, while directing daily business operations
- Conducted organizational closure which included: complete transfer of operational facilities, physical equipment, building closures, global space reductions plan, and the move of 150 personnel while maintaining active projects in multiple locations without interruption of business or customer support
- Managed a \$26 million budget; driving operational process improvements, developing strategies, implementing policies, consistent with organizational direction, culture, and customer requirements
- Managed project resources (quality, cost & schedule criteria) for multiple locations determining the progress/completion timeframes, and budget while exceeding key operational performance targets
- Identified measures of performance and measures of effectiveness to further develop analysis of 2nd and 3rd order of effects to identify customer projected needs

ASSISTANT CHIEF OF STAFF – ADMINISTRATION, INTELLIGENCE & IT, HIGHLAND PARK, IL

2009-2011

Managed and directed organizational systems at Fort Sheridan military installation.

- Developed and maintained preventive and quality assurance programs to manage and allocate resources for all civil and safety functions, emergency back-up systems, credentialing, and accreditation
- Established and maintained security procedures and environmental control of the facility, life safety, and mechanical equipment operation to ensure employee safety and plan for general preventive maintenance on the installation
- Drafted safety reports, reviewed all accidents, incidents, and identified trends, as well as implementation of changes to develop an accident prevention strategy; maintained and reviewed fire safety and disaster plans
- Developed and directed two major emergency management installation-wide exercises which synchronized with local, state and federal authorities, including 12 local and state first responder agencies (police & fire), two hospitals, FBI and FEMA authorities which improved regional security measures by creating and implementing an interagency support agreement

GENERAL MANAGER – ADMINISTRATION & GENERAL OPERATIONS, SAN ANTONIO, TX

2007-2009

Supervised the management for administrative, operations, and facility staff totaling 162-member start-up organization with a program budget of \$3 million.

- Established working facilities, hired staff, led the development of training curriculum, established policies and procedures which exceeded expectations through rigorous training which developed strong organizational morale
- Provided strategic direction and implemented a planning process to be translated into product/service requirements which saved 50% planning time after deployment and significantly improved customer satisfaction

EDUCATION

UNIVERSITY OF THE INCARNATE WORD, SAN ANTONIO, TX

Master of Arts in Administration, Organizational Development
Master of Arts in Administration, Applied Administration (Completed Requirements)
Master of Business Administration (80%, not completed due to military deployment)

NORTHERN ILLINOIS UNIVERSITY, DEKALB, IL

Bachelor of Science, Liberal Arts

TRAINING

U.S. ARMY QUALIFICATION COURSES, VARIOUS LOCATIONS

Administration, Intelligence, Engineer, Logistics Management & Information Operations (IT)

PROPERTY BOOK OFFICER (BRIGADE PROPERTY BOOK OFFICER & FACILITY MANAGER)

Construction, Facilities, Logistics & Supply Management

SECURITY MANAGER (INSTALLATION FACILITY MANAGER/EMERGENCY MANAGEMENT)

Physical & Electronic Security within Building Maintenance for an installation of 100+ structures

REAL ESTATE APPRAISER & BROKER

Evaluated new and existing commercial and residential construction projects

AFFILIATIONS & VOLUNTEER WORK

VOLUNTEER, AQUANUT ADAPTIVE PROGRAM 501(C)(3), TWIN LAKES, WI

2014 - PRESENT

Assisted individuals with disabilities the opportunity to experience the excitement of waterskiing

COMMISSIONER, PLANNING & ZONING COMMISSION, VILLAGE OF MUNDELEIN, IL

2017 - 2019

- Operate in accordance with provisions of Illinois State Statutes and Village Ordinances to review proposed development and land uses for compliance with the comprehensive plan and zoning map of the Village
- Participate in public administration hearings to accept comment and make recommendations to the Village Board based on the merits of the projects, public comments, and compliance with the comprehensive plan and zoning maps
- Review of plats of subdivisions, re-subdivisions, annexations and Planned Unit Developments
- Considers petitions for annexation, zoning, rezoning and special use permits
- Prepares Findings-of-Fact and presents its recommendations to the Village Board