

MICHELLE M. FLYNN

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PROFILE

Dedicated Director of Office Services and Security for Enel Green Power North America, Inc. Holds 19+ years of solid career progression within company, including multiple promotions. Recognized for superior service, project support, and awarded the national Group Citizen and the Gigawatt Award. A process-driven leader of complex projects and willing to wear as many hats needed to deliver top-notch quality. Completed all coursework for Certified Facility Manager (CFM) accreditation and has extensive facilities management experience. Noted by colleagues for being the point person within organization for all security, facilities, and real estate oversight. Seeking to be promoted to Head of Services and Security, US & CA.

EXPERIENCE

Enel Green Power North America, Inc. 3/2000 to Present
Director of Office Services and Security (2018 to Present)
Sr. Manager, Office Services (2016 to 2018)
Director, Facilities (2014 to 2016)
Office Manager (2000 to 2014)

- Responsible for the management of civil and industrial real estate including vetting locations that meet company standards, lease negotiations, build-outs, and purchases.
- Administer all facilities management for all civil offices including cleaning, preventive maintenance, parking, vending, space planning, safety and environment and sustainability.
- Manage and maintain a fleet that meets strict safety guidelines and work with a third-party vendor to ensure vehicles are maintained regularly. Develop programs to encourage safe, responsible driving.
- Oversee the management of over \$41 million in land leases.
- Ensure accurate calculation and payment of property taxes including property valuation, tax abatements and adjustments.
- Develop security programs and establish standard security requirements for civil offices, plants and construction sites that protect all company assets, including reputation.
- Develop security programs that meet the NERC requirements.
- Responsible for the management of Office Services and Security budgets to achieve corporate goals and initiatives while maintaining a safe, sustainable work environment.
- Responsible for travel management program including budgets, approvals, safety and security, close protection, duty of care, and crisis management.

COMPETENCIES

- ✓ Budget Management
- ✓ Building Management
- ✓ Calculating Costs
- ✓ Capital Planning
- ✓ Commercial Space Utilization
- ✓ Concur Expense
- ✓ Contract Negotiations
- ✓ Emergency Management
- ✓ International Travel
- ✓ Inventory & Budgetary Control
- ✓ Landlord-Tenant Relations
- ✓ Project Management
- ✓ Proposals & Scheduling
- ✓ QuickBooks
- ✓ SAP
- ✓ Strategic Planning
- ✓ Vendor Relations
- ✓ World Reports

EDUCATION

Northeastern University

- Certified Payroll Professional
- Business Courses

Boston University

- Certified Facility Management Program

Key Accomplishments Include:

- Successfully relocated San Diego Security Team to a new shared space location resulting in a savings of \$250,000+ annually on rent after negotiating a 50% discount.
- Seamlessly transitioned Tradewind Team to current space without any staff disruption.
- Signed new contracts for On-Demand Security Services and Global Travel Security Services
- Implemented a new travel management program with American Express Travel Management
- Oversaw the planning and execution of a 65,000 square feet buildout of new headquarters and workforce relocation.
- Assisted in creating a cutting-edge open concept design that has been designated as an international standard.
- Originated numerous roles in the areas of security, fleet management until new employees were brought on-board to continue the tasks.
- Crafted a sustainability plan that addressed corporate responsibility for construction waste and is in use today.
- Demoed, tested, and set up several office apps to manage work orders and parking at an effective price point.
- Leveraged extensive experience in moving offices, workforces, and closing locations to successfully complete large moves on-time and within budget in multiple states and countries.
- Successfully relocated a small, 17-person office (including equipment) into a larger headquarters and closed on a new corporate office in another state within one week.
- Standardized the look and feel of all the civil and industrial offices so that costs can be controlled while good quality, ergonomic furniture can be provided.
- Assisted in the creating an effective travel management system for company.
- Coordinate company special events including visits from state governors and the Italian Ambassador to the US.
- Promoted from Office Manager and gained critical experience in office services, payroll (ADP Payroll), foreign ex-pats, fleet management, and assisting property managers.
- Studied and passed the Certified Payroll Professional Exam through classes at Northeastern University.

ADDITIONAL WORK HISTORY

Standard Mechanical of New England, Inc.
Vice President

Pre-2000