

# Megan Davies

## JUNIOR FACILITIES COORDINATOR



### CONTACT

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### PROFILE

Facilities Management graduate from Sheffield Hallam University with **12 months of placement experience** at ISS Facility Services. Managed **120+ maintenance requests per month** and coordinated **8 contractors** across a 4 storey commercial office. IWFM Level 3 qualified with hands-on BMS and CAFM system experience.

### EXPERIENCE

*Jul 2024 – Jun 2025*

#### **Facilities Coordinator (Placement)**, ISS Facility Services, Sheffield

12 month sandwich year placement managing day to day facilities operations at a 4 storey, 25,000 sq ft commercial office building in Sheffield city centre.

- Processed an average of **120+ maintenance requests per month** using the Planon CAFM system, covering reactive repairs, planned maintenance, and room bookings
- Coordinated **8 contractors** across cleaning, security, mechanical, and electrical services, monitoring SLA compliance and escalating **15 performance issues** over the year
- Conducted **quarterly fire safety inspections** across all 4 floors, achieving a **97% compliance rate** and resolving 3 non-conformances within 48 hours
- Monitored the Trend BMS and identified heating schedule inefficiencies that led to an **11% reduction in energy consumption** over 6 months

*Nov 2022 – Jun 2024*

#### **Warehouse Operative (Part-time)**, Amazon (Fulfilment Centre), Rotherham

Part-time picking and packing role at the Rotherham fulfilment centre during university.

- Consistently picked **90+ items per hour**, exceeding the site target of 75 items per hour
- Completed the **workplace first aider** course and responded to **4 minor incidents** on shift

### EDUCATION

*Sep 2022 – Jun 2026*

#### **BSc (Hons) Facilities Management in Facilities Management**, Sheffield Hallam University, Sheffield

2:1 (64%). 4 year sandwich course with a 12 month industry placement. Modules included Building Services Engineering, Health and Safety Management, and Sustainable Facilities. Dissertation analysed energy efficiency retrofits across 5 Sheffield office buildings.

### SKILLS

CAFM Systems (Planon) • Building Management Systems (Trend) • Contractor Management • Planned Preventive Maintenance • Fire Safety Compliance • Health and Safety Regulations • Energy Management • Microsoft Excel • Access Control Systems • Space Planning • Budget Tracking • Risk Assessments

### CERTIFICATIONS

*Mar 2025*

**IWFM Level 3 Certificate in Facilities Management**, Institute of Workplace and Facilities Management

*Oct 2024*

**IOSH Managing Safely**, Institution of Occupational Safety and Health

### LANGUAGES

English - Native

### PROJECTS

*Jan 2024 – Apr 2024*

#### **University Building Energy Audit**

Conducted an energy audit of **3 university buildings** as part of a module project. Identified **£8,500** in potential annual savings through LED lighting upgrades and HVAC scheduling changes.

*Jan 2025 – Apr 2025*

#### **ISS Sustainability Dashboard**

Built an Excel dashboard tracking **monthly energy, water, and waste data** for the Sheffield site. The dashboard was adopted by the regional FM team for use across **4 additional sites**.

### REFERENCES

**Paul Hutchinson**

Regional Facilities Manager, ISS Facility Services, available on request, available on request

## EXTRA CURRICULAR ACTIVITY

*Sep 2023 – Jun 2025*

### **Sheffield Hallam Sustainability Committee**

Student representative on the university sustainability committee. Contributed to a campaign that increased recycling rates across **6 campus buildings by 15%**.

*Jan 2023 – Jun 2025*

### **St John Ambulance Volunteer**

Provided first aid cover at **20+ events** including festivals, football matches, and university open days. Completed **120 hours** of volunteer service.