

Mathew Smith, FMP, SFP

Workplace Experience/Facility Manager

Forest Grove, OR

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Facilities Professional with 8+ years of expertise in managing complex operations, specializing in vendor management, compliance assurance, and project management. Proficient in utilizing HVAC and MEP systems to enhance facility performance and implementing innovative maintenance strategies. Committed to fostering team development and achieving operational excellence through strategic planning and detailed analysis.

Professional Experience

Workplace Experience/Facilities Manager

CBRE - Microsoft, Hillsboro, Oregon

2025-04-24 to Present

Led and developed high-performing teams through coaching, training, and performance management. Directed daily operations, scheduling, and cross-functional coordination to meet service goals. Built and maintained client and vendor relationships; managed contracts and cost-saving initiatives. Implemented process improvements to drive efficiency, compliance, and safety. Ensured consistent service quality and operational excellence across multiple programs.

Facilities Manager

NTT Data, Hillsboro, OR

2023-04-03 to 2025-04-24

Promoted within to FM
Streamlined data center operations through vendor optimization and enhanced maintenance protocols. Implemented facility management systems to improve resource use and regulatory compliance. Reduced risk and improved reliability through preventive maintenance initiatives. Led and developed cross-functional teams to drive performance and operational excellence. Negotiated vendor contracts and managed budgets to achieve significant cost savings.

Commercial Building Engineer

ABM Industries, Wilsonville, OR

2021-07-01 to 2023-05-01

Orchestrated complex tenant improvement projects, ensuring seamless coordination between contractors, stakeholders, and building operations. Led cross-functional teams in emergency response protocols, maintaining building safety standards and ensuring prompt resolution of critical issues. Managed complex building system upgrades while maintaining strict compliance with regulatory standards and safety requirements. Orchestrated multi-stakeholder improvement projects, fostering effective communication between contractors and building management teams. Implemented preventive maintenance programs for critical building systems, reducing equipment downtime and extending operational lifespan.

Maintenance Director

Prestige Care - Forest Grove Rehabilitation, Forest Grove, OR

2020-09-01 to 2021-07-01

Led facility maintenance operations, implementing comprehensive emergency preparedness systems while ensuring regulatory compliance and maintaining strict infection control standards. Orchestrated preventive maintenance programs, streamlined service request processes, and maintained facility safety standards through systematic documentation and monitoring. Optimized facility operations through systematic maintenance planning, ensuring continuous compliance with healthcare regulations and resident safety protocols.

Chief Engineer

Aloft Hotel, Hillsboro, OR

2018-12-03 to 2020-09-01

Spearheaded facility operations and safety protocols while directing maintenance team of 2, ensuring seamless guest experience and regulatory compliance across hotel property. Developed comprehensive preventive maintenance schedules, reducing equipment downtime and optimizing operational efficiency through systematic inspection protocols. Streamlined emergency response procedures and FLS compliance measures, enhancing property safety standards while maintaining guest satisfaction benchmarks. Implemented new maintenance tracking system, improving response times and creating data-driven solutions for recurring facility challenges. Orchestrated infection control protocols and safety measures, ensuring consistent adherence to hospitality industry standards and regulations. Led cross-functional safety initiatives, implementing advanced emergency protocols and FLS compliance measures while maintaining

Education

International Facility Management Association

Sustainability Facility Professional, SFP

2025-03-25

Global Designation - Energy Management, Evaluating & Reporting, Managing Change, Planning for Sustainability, Water Management, Waste Management, Workplace Management, Materials and Consumables Management, Sustainability Initiative

International Facility Management Association

Facility Management Professional, FMP

2023-05-02

Global Designation - Finance & Business, Operations & Maintenance, Leadership & Strategy, Project Management.

Portland Community College, PCC

HVAC/Refrigeration in Facilities Management Technology

2013-03-21

Career Pathway HVAC/Refrigeration Installation and Troubleshooting Certificate

Skills

Vendor
Management,
Project
Management,
Finance,
Operations,



Process
Improvement,
Workplace
Experience,
MEP Systems



Leadership,
Risk
Management,
Change
Management,
Compliance



Time
Management,
Strategic
Planning, Data
Analysis

