

# SCOTT M. HILLIS CFM

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## SUMMARY

A Certified Facilities Manager with extensive experience in all aspects of the operations and maintenance of buildings, assets and related services. Major strengths in cost containment, project management, personnel management and facility management principles and practices.

## PROFESSIONAL EXPERIENCE

**SCOTT HILLIS AND ASSOCIATES, Fair Oaks, California** 5/05 to present  
Providing facilities management and procurement services to businesses in the Sacramento County area.

Currently providing project management services to Standard Pacific Homes. Coordinating the activities of all vendors contracted to remodel the Standard Pacific headquarters in Roseville, California.

**CARTER AND BURGESS, Sacramento, California** 2/03 to 5/05  
An architectural/design firm providing services to several federal agencies.

### *Project Manger/State Coordinator*

Supervised the activities of surveying teams assessing the condition of lands and structures managed by the Bureau of Land Management. Sites were situated throughout the Western United States.

**MAXIMUS, Rancho Cordova, California** 2/02 to 2/03  
A sub-contactor to the State of California providing Medical information to recipients throughout the state. The Rancho Cordova site devotes 1/3 of its building to housing Department of Health Services employees.

### *Facilities Manager*

Responsible for the overall management of a 60,000 sf office center, 12,000 sf warehouse and a 2,000 sf office site. Manage relationships with vendors and property manager. Schedule all Preventative, corrective and Predictive Maintenance. Interface with the Department of Health Services to insure a safe and productive worksite for their employees.

**FACILITIES WEST, Sacramento, California** 4/00 to 2/02  
A provider of facilities management services to major organizations nationwide.

### *Client Services Manager*

Responsible for developing facilities management systems for over 500,000 sf of client owned and leased properties. Established client-vendor relationships with over 200 service/product providers. Implemented preventive maintenance programs for clients on both coasts. Assisted in the development of work tools for managing vendors, properties and services. Assisted in the design of call centers and office space. Assessed building and equipment conditions. Supervised major moves for a leading software company.

**ESKATON PROPERTIES, INC.**, Carmichael, California

11/92 - 11/99

A senior housing and healthcare provider organization with 25 locations ranging from Mt. Shasta to Sacramento.

**Director of Materials Management/Facilities Manager**

Supervised the maintenance and operations of a 20,000 square foot Administrative Center which houses executive offices, financial services and a central hub for wide area network services for Eskaton Properties.

- Monitored contracts for janitorial services, grounds, physical plant maintenance, security, printing and duplicating and courier services under a combined annual budget of \$200,000.
- Implemented an asset control system, which identifies, tracks and determines maintenance requirements for over 300 individual items of minor and major equipment.
- Developed project-scheduling systems for construction and remodels, which tracked the activities of more than 18 concurrent projects with total budgets in excess of \$1.25 million.
- Provided consulting services on new construction at all facilities including state and federal regulatory issues. Analyzed blueprints and construction documents and served as a liaison between contractor and client.
- Advised facility administrators on preventive maintenance programs and space allocation projects.

**PHI HEALTHCARE**, Laguna Hills, CA

12/91 - 11/92

A for-profit contracting service providing materials management and pharmacy consulting services to acute-care hospitals. Assigned to South Valley Hospital, Gilroy, California.

**Director of Materials Management**

Supervised the acquisition, inventory and distribution of supplies and services for a 99 bed hospital, in coordination with sister hospitals in San Jose.

- Awarded the Visionary Award by Health Dimensions for system cohesiveness, merging two independent materials management departments into one and saving Health Dimensions over \$300,000 per year in operating expenses.
- Assisted in supervision of Central Supply functions including central sterile, distribution, printing and duplicating.
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**OWEN HEALTHCARE**, Houston, TX

6/88 - 11/91

A for-profit organization providing contracted services for pharmacy and materials management to acute-care hospitals.

**Director of Materials Management**

Supervised purchasing, distribution and inventory control systems for a 49 bed acute-care hospital and a 51 bed skilled nursing facility at Hazel Hawkins Memorial Hospital in Hollister, CA.

- Installed computerized inventory control systems and centralized purchasing functions.
- Reduced monthly supply cost expenditures by 25%, saving approximately \$150,000 annually.

**ST. JOSEPH'S MEDICAL CENTER**, Stockton, CA

8/84 - 5/88

A 300 bed acute-care, Catholic medical center serving the greater Stockton area.

**Purchasing Service Manager**

Supervised purchasing functions for the medical center, including direct supervision of 30 employees.

- Developed cost containment programs and efficiency studies that reduced personnel levels by 20% and saved \$75,000 annually.
- Assisted in the planning phases of the construction of a new hospital, St. Dominic's, in Manteca.

**GOLETA VALLEY COMMUNITY HOSPITAL**, Santa Barbara, CA  
A 150 bed acute-care hospital serving the greater Santa Barbara area.

7/79 - 8/84

**Director of Materials Management**

Responsible for all purchasing and distribution activities. Supervised 2 FTE's with a monthly budget exceeding \$200,000.

- Converted the purchasing function into a materials management program which integrated supply purchases with patient billing and increased annual revenue by approximately \$100,000.

**PROFESSIONAL AFFILIATIONS**

**Job Referral Coordinator, Education Chair, Past President, Sacramento Valley Chapter IFMA (International Facilities Management Association)**

Member, National Association of Purchasing Managers (NAPM)

Member, APICS

**EDUCATION AND CERTIFICATIONS**

Certified Facilities Manger (CFM)

Instructor in the Facilities Management Certificate Program at CSU Sacramento

BA, English, San Diego State University

Certificate in Facilities Management, CSU Sacramento