

Susan Travis, LEED AP

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Job Search Objective

To find a senior managerial position that utilizes my experiences and education in the design and operations of commercial facilities. I would also like to focus on creating and formulating sustainable programs for businesses. I have managed corporate headquarters in the Bay Area providing cost saving interior solutions, managed capitol improvement teams and lead in-house facilities' teams. As a LEED AP designer, I have also provided cost saving energy solutions, recycling programs along with space solutions that provide healthy and productive work environments.

Work Experiences

Corporate Facilities Manager, Blue Shield of California

San Francisco, Ca.

2005-2008

Responsible for BSC Headquarters' site and multiple sales offices.

- Managed in- house facility staff and contract vendors.
- Coordinated employee internal moves, employee requests and solved ergonomic issues.
- Selected new sales office sites and assembled relocation teams.
- Designed interiors, created space plans and selected/purchased furnishings
- Project manager for large departmental relocations and reconfiguration.
- Negotiated with vendors for cost saving agreements.
- Produced and monitored yearly budgets for each facility.
- Responsible for security system and emergency procedures.
- Provided educational programs on waste management, recycling principles and energy saving practices.

Corporate Facilities Manager, Birkenstock Footprint Sandal Co.

Novato, California

1999-2004

Campus included 3 buildings and 97 acres.

- Managed in-house staff and building maintenance suppliers.
- Designed interiors, created space plans and selected/purchased furnishings.
- Coordinated internal employee moves, employee requests and solved ergonomic issues.
- Designed energy savings and recycling programs for employees (including new lighting system and conducted waste audits).
- Utilized creative weed control solution. (used 560 goats in 1999).
- Managed following capitol improvement projects:
 - Renovated restrooms, cafe and warehouse common areas.
 - Supervised replacement of HVAC system, exterior windows, warehouse's hyperbolic paraboloid roof and landscaping.
 - Revitalized sewer extension/connection project with sanitation district.
 - Renovated office building's basement for new computer training room.

Work Experiences, continued, page 2 of 2

Designer/Principal, Interior Sources Design Firm

Sausalito, California

1989-1999

Owned and operated interior design firm specializing in luxury residential and commercial spaces. IS provided space plans, interior finishes and furnishing specifications for architectural firm's commercial projects.

IS' completed projects included:

- Office Design and project management- Birkenstock Footprint Sandal Co
- Community Recreation Centers for Mill Valley, Redwood City and San Mateo, California
- Belvedere-Tiburon Library- Tiburon, California
- Tiburon Town Hall & Police Station- Tiburon, California
- Georgian Bay Family Retreat

Education

University of California, Extension Program-Facilities & Project Management classes & Interior Architectural classes

B.A., Design, San Francisco State University, San Francisco, Ca.

B.A., Sociology/Elementary Education, University of Toledo, Toledo, Ca.

Professional Achievements and Affiliations

LEED AP, 2004

California Council for Interior Designers (CCID)

National Council for Interior Design Qualification (NCIDQ)

U. S. Green Building Council (USGBC) currently inactive

International Facility Management Assoc. (IFMA) currently inactive

American Society of Interior Designers (ASID)- San Francisco's chapter past president

Work History

2005-2008	Facilities & Project Manager	Blue Shield of California, San Francisco, Ca
1999-2004	Facilities Designer/Project Manager	Birkenstock Footprint Sandal Co., Novato, Ca.
1989-1999	Interior Designer, owner	Interior Sources, Sausalito, Ca.
1988-1989	Director of Design	Strotz Interiors, Tiburon, Ca.
1981-1988	Interior Designer, store owner	Interior Sources, San Rafael, Ca