

ALLYSIA KIZZEE, MSEngr



Executive Summary

Proven dedicated and innovative organizational leader with experience in developing and coaching collaborative teams, promoting inclusive and diverse work environments, setting “**Safety First**” standards, and establishing organizational leadership. Experienced professional in leading change and organizational management while implementing continuous process improvements.

Summary of Qualifications

Executive Management professional with over 20 years of experience in facilities and operations management, planning, research, and educational support. Possess a strong combination of business intelligence and technical knowledge and skills managing multiple locations simultaneously while leading and coaching collaborative teams. Experienced in developing and managing operations, facilities, and capital budgets. Talent for conceptualizing, planning, and executing effective strategies through vision, leadership and value creation.

Professional/Management Skills: Facilities Management, Project Management, Construction/Renovations, Environmental Management, Budgeting & Forecasting, Customer Service Focused, Energy & Sustainability, Mentoring/Team Leadership, Process Improvement, Change Management, Leadership Development, Operations, Workforce Training, CMMS, SAP, Workday, Strategic Planning

FACILITIES MANAGEMENT EXPERIENCE

Rice University, Houston, TX.

Serve as **Director of Facilities**

11/2021-Present

- Lead, coach, and direct the Facilities Department for the university which encompasses over 300 acres with approximately 93 buildings.
- Lead and collaborate with the University Architect in managing the facilities master plan and implementation.
- Manage the fleet vehicles and assets for the department.
- Manage and plan the workflow processes and work assignments for the team using CMMS.
- Develop, manage, and accountable for Facilities operations and deferred maintenance budgets and capital planning for facilities infrastructure.
- Manage and coordinate renovations and construction projects for the university.
- Accountable for the performance of the department meeting and exceeding customer expectations and performance and safety metrics.
- Evaluate the annual performance of direct reports.
- Manage 3rd party vendor/contractor/service provider network.
- Perform strategic planning and development for the Facilities Department.
- Lead the Facilities Safety Committee.

Austin Community College, Austin, TX.

Served as **Director of Campus Operations, Engineering & Maintenance Services**

01/2020-11/2021

- Led, coached, and directed the Facilities Management Department and Campus Operations for the college district which includes 11 campuses and 3 satellite campuses across 940 acres.
- Led the college district in facilities strategic master planning and implementation.
- Managed the fleet vehicles and assets for the department.
- Managed and planned the workflow processes and work assignments for the team using CMMS.

- Developed, managed and accountable for a comprehensive operations and capital budgets and bond funding in accordance with purchasing policy and budget requirements.
- Managed and coordinated space and re-purpose management and renovations and construction projects for the college district.
- Accountable for the performance of the department meeting and exceeding customer expectations and performance and safety metrics.
- Evaluated the annual performance of direct reports.
- Managed 3rd party vendor/contractor/service provider network.
- Served as part of the administrative leadership team for the college district.

Taco Cabana, Inc., Houston, TX.

Served as ***Regional Facilities Manager***

04/2018-01/2020

- Led the Facilities Management teams for Houston and San Antonio Regions.
- Directed, planned, and coordinated work activities using CMMS.
- Facilitated and coordinated contractors for remodel projects and equipment replacement projects.
- Managed 3rd party vendor/service provider network.
- Cultivated and maintained internal collaborative business partnerships with support teams such as human resources, finance, security, construction, and IT.
- Planned, organized, and managed monthly operating budget and annual facilities and capital budgets.
- Evaluated team's performance in accordance with performance and safety assessment matrix.
- Coordinated and approved skills training and development for Facilities team and vendors.
- Performed facilities audits to assess landscape, building conditions and compliance, equipment operation, and preventative maintenance follow up.

Aramark Education Division, Baton Rouge, LA.

Served as ***Director of Facilities Management Services***

05/2012-09/2013

- Directed the Facilities, Maintenance, and Environmental operations for education sites (schools, administrative offices, clinics) as a contracting business partner for the East Baton Rouge School System.
- Directed a team of facility managers, maintenance technicians, skilled trades (HVAC, plumbers, electricians, carpenters, landscapers, and general maintenance), custodians, and call center.
- Implemented standards of professionalism for skilled trades and facility managers.
- Maintained consistent communications of business goals and strategies with management staff.
- Coached and mentored minority business owners who were business partners for Aramark.
- Established performance, safety, and fiscal metrics for facility managers and conducted annual performance reviews for facility managers.
- Established and sustained positive business relationships with customers and contracted business partners.
- Cultivated and maintained internal collaborative business partnerships with support teams.
- Strategically planned projects with facilities managers utilizing CMMS system and Microsoft Project.
- Planned, organized, and managed monthly operating budget and annual maintenance and capital budgets.
- Awarded LEED certification for energy management for one school.

GCA Education Division, New Orleans, LA.

Served as ***Director for Facilities, Operations, and Maintenance***

06/2011-05/2012

- Directed the Environmental, Custodial and Facilities Management Services for portfolio of schools and professional campuses for Recovery School District in New Orleans, LA.
- Directed and managed a team of environmental/custodial managers and facilities managers.
- Planned and managed monthly operating and annual facilities and capital budgets.
- Established strategic processes to increase revenue and grow business.

- Administered contractual requirements for contract services at client sites to maintain compliance.
- Directed all phases of facilities operations, planning, and maintenance.
- Performed facilities audits to ensure contractual and regulatory compliance.
- Established and sustained business relationships with customers and contracted business partners.

Yum Brands, Inc. (Pizza Hut), Houston, TX.

Served as ***Sr. Regional Facilities Manager***

10/2002-06/2011

- Developed and managed capital and facilities projects in Houston, TX and assigned territory.
- Successfully managed multiple projects simultaneously.
- Planned and managed the annual capital and facilities budgets.
- Managed a 3rd party service provider network of vendors, contractors, and service partners.
- Scheduled and managed the remodel projects for the restaurants.
- Reconciled monthly facilities expenditures to ensure fiscal compliance.
- Directed daily work assignments for contracted service technicians and contractors using CMMS.
- Implemented and managed facility preventative maintenance (PM) and life safety programs.
- Interacted with equipment manufacturers to improve equipment warranty policies.
- Developed and implemented strategic processes for contractors and vendors to deliver quality service in a timely and cost-effective manner.
- Coached and mentored vendors and service partners to become *Customer Maniacs*.
- Established and implemented facility processes and routines for annual facilities audits.
- Developed and implemented a national Facilities Call Center for Pizza Hut brand.

OTHER CAREER EXPERIENCE

Education Consultant/Industry Advisor, Prairie View A&M University, Prairie View, TX

09/2015 – Present

- Effectively prepare professional development presentations for graduating Engineering students.
- Coordinate with faculty and staff for industry leaders to participate in senior design courses.
- Serve as advisor for senior design projects and presentations.
- Deliver industry related lectures to graduating students.
- Work with faculty and staff to evaluate effectiveness of curriculum for students.

Educator/Innovative Teacher, Houston, TX.

09/2015 - 05/2018

- Served as Innovative Teacher and Teacher Leader for high school Math department.
- Effectively prepared students for college and career readiness.
- Taught various levels of Math courses including Pre-Calculus, Geometry, Algebra II and Math Models to students in 9th-12th grades.
- Established and maintained positive and collaborative relationships with parents, teacher teams, and administrators.

Tulane University, New Orleans (Covington), LA.

Served as ***Assistant Director for Technical Resources***

09/2013 – 03/2015

- Responsibilities included daily organizational management, regulatory compliance, and all areas of researcher support within a matrix organization.
- Implemented organizational strategies that promoted a collaborative team environment between supervisors and managers and improved staff morale.
- Actively served as department liaison on executive leadership team for research center.
- Administered and managed monthly budget and developed annual operating budget.
- Collaborated with federal regulatory agencies to maintain safety and operational compliance at research center by regularly updating SOPs.

EDUCATION EXPERIENCE

- **Alverno College**, Milwaukee, WI. **Doctor of Education, Higher Ed Leadership**
- **Prairie View A&M University**, Prairie View, TX. **Master of Science, Engineering**
- **Prairie View A&M University**, Prairie View, TX. **Bachelor of Science, Chemical Engineering**

ORGANIZATIONS

- **Fulbright Scholar**
- **Member**, Alpha Kappa Alpha Sorority, Inc.
- **Member**, Epsilon Gamma Iota Social Service Organization, Inc., Alumni Chapter
- **Member**, Retail Facilities Management Association (RFMA)
- **Member**, American Institute of Chemical Engineers

ACHIEVEMENTS

- **Grant Awardee**, Rice University Scientia, **May 2022-2023**
- Featured in Blueprint Magazine, ***Women in Construction*** article, **February 2023**.
<https://www.bpcmag.com/case-studies/allysia-kizzee-rice-university/>

VOLUNTEER EXPERIENCE

- **Board Member**, Epsilon Gamma Iota Social Service Organization, Inc.
- **Board Member**, Young Audiences of Houston (YAH), 2019 to 2022
- **Volunteer**, Houston Food Bank
- **Volunteer**, Volunteer in Public Schools
- **Classroom Consultant**, Junior Achievement Organization

REFERENCES

- Provided as requested.