

Bruce A.B. Molnia

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PROFESSIONAL SUMMARY

- **Five years of professional experience providing excellent customer service while excelling at mastering and improving technical processes in a corporate environment**
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PROFESSIONAL EXPERIENCE

Warm Ice Properties, LLC., Property Manager (Fairfax, VA) – 11/2016 – 1/2018

- Oversaw capital expenditure projects and ensured completion under budget and within required timeframes
- Responsible for property accountability and administration, including monthly tenant outreach
- Maintained accurate monthly budgets, financial statements and comprehensive tenant communication files

K12, Facilities Coordinator (Herndon, VA) – 05/2012 - 07/2015

- Provided enterprise-wide facilities procurement services to employees of all levels
- Responded to and researched multiple facilities requests daily from clients and dispatched resources via the department help desk (JIRA) so all requests could be seen to in a quick and efficient manner
- Coordinated with building management for all service requests that required external resources to ensure OSHA risk mitigation regulation compliance
- Performed pricing analysis for office inventory and recommended alternate requisitions to save on cost of procurement
- Managed procurement requests through Oracle Procurement Cloud system
- Managed security access control, badging and elements of physical security in coordination with the building management company and the contracted security company

Associated Students of the University of Alaska Fairbanks, Government Relations Director – 01/2011 - 05/2011

- Helped prepare students to lobby the Alaska State Legislature on a wide variety of issues
- Organized meetings for students to meet with their State Legislators
- Lobbied for full funding of the University of Alaska system from the Alaska state Legislature and the Board of Regents

State of Alaska, Legislative Aide, Representative Scott Kawasaki (Fairbanks, AK - 9th District) – 07/2009 - 05/2010

- Scheduled meetings with constituents and briefed the Representative prior to each meeting
- Researched the status and content of pending legislation and provided recommendations for future legislation
- Performed community outreach by writing letters to constituents who testified in committee meetings of which the Representative was a member

Princess Cruise and Holland America Line, Supervisor (Fairbanks, AK) – 05/2009 - 07/2009

- Managed and organized a crew of nine employees to ensure physical assets were delivered in a timely manner to all nine properties around the city of Fairbanks
- Managed a strict daily logistics transportation schedule for five drivers while maintaining DOT standards
- Worked through daily issues presented by employees and guests to make sure operations ran smoothly and efficiently

Campaign Manager for Scott Kawasaki (Fairbanks, AK - 9th District) – 06/2006 - 09/2006

- Organized and scheduled meetings with district political party leadership and members of the community
 - Managed a volunteer program of community members who helped with the campaign
 - Handled day-to-day operations of the campaign office and managed the Representative's schedule
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EDUCATION AND CERTIFICATIONS

Bachelor of Arts, Philosophy, 2012 – University of Alaska Fairbanks

Associate of Applied Science, Culinary Arts, 2006 – University of Alaska Fairbanks

Cisco Certified Network Administrator (CCENT 1 & ICND 2), 2016 – Cisco
