

BRANDAN W. BURNS



OBJECTIVE

Obtain a challenging and fast-paced position utilizing project management, problem solving and communication skills.

SUMMARY OF QUALIFICATIONS

- Strong reading, listening, problem solving and analytical skills.
- Able to work both independently and as part of a team successfully.
- Exceptionally attentive to detail.
- Proficient in Microsoft Word, EXCEL and Outlook.
- Able to prioritize and manage deadlines successfully.
- Excellent at multi-tasking.
- Quick learner and self-starter.
- Strong work ethic and dependable.
- Excellent communication and interpersonal skills.
- Strong ability to adapt and adjust quickly to change/transition.
- Always maintain a personable and positive attitude.

PROFESSIONAL EXPERIENCE

KINDER MORGAN, INC | Lakewood, CO - **2005-PRESENT**

Sr. I Business Analyst – Facilities (2012 – Present)

- Manage the facilities' side of the office lease which includes, but is not limited to, managing and developing the budget, working with vendors, providing customer service and addressing facility concerns for approximately 130 employees while creating and managing a safe, professional and productive work environment.
- Provide project management for office relocations and build-outs which include managing the construction and deadlines, while organizing the employees for the relocation. This includes carefully balancing relationships, communicating and coordinating with the general contractor, landlord, building engineers, IT/Telcom and internal business unit management.
- Prepare, track and manage the construction and relocation budgets for projects.
- Track, manage and forecast 2 AFE's utilized for field location furniture.
- Established and maintain great working relationships with each location's facility liaison.
- Process invoices, monitor RC reports and monthly expenses ensuring that every month's budgeted items are captured.
- Provide back-up support for budget monitoring in regards to variances, accruals, PaymentNET reconciliations, invoice and PCard logs for the Colorado Springs, Birmingham and Orange offices.
- Supervise and train mail and copy room staff/contractor.

Sr. I Business Analyst – Corporate Real Estate (2006 – 2012)

- Developed, drove and monitored corporate real estate strategy of saving costs thru lease negotiations, consolidation of company offices and sales of surplus property while working closely with top levels of management.
- Managed corporate property database utilized by various departments including but not limited to Real Estate, Tax, Insurance and Property Accounting.

- Conducted regular economic analysis of Kinder Morgan's property values; continually lead efforts of maximizing value.
- Negotiated and renewed leases; acquired or divested real estate as appropriate to the company's business needs.
- Analyzed and coordinated lease terms and conditions for internal/external accounting functions.
- Prepared annual obligation reports for property accounting outlining long-term leasing obligations and financial commitments.
- Maintained REM (Real Estate Manager Software) which included abstracting data from real estate leases, terms and conditions, and accurately maintaining that information.
- Worked closely with IT implementing upgrades to software and changes to software to better fit company's needs.
- Served as liaison between our business unit's Presidents, Vice Presidents and Directors, and commercial real estate brokers around the United States and Canada.
- Performed site visits to our company's property assets (existing and potential), and attended broker or negotiation meetings as needed.

Fleet Department and Office Technician – Facilities Department (2005 – 2007)

- Interacted with all departments on campus through the various and diverse roles of the Facilities Department, included but not limited to handling shipping deliveries and arrivals, assembling work stations, fixing things around the building and assisting in the mail room and copy center and acting as back-up for receptionist.
- Located approximately 815 missing vehicle titles through in-depth research with the field, working with inconsistent files and establishing a retrieval process, all through a self-created database.
- Prepared and processed vehicle transfers and driver packets to send to the field.
- Communicated and handled issues daily coming from the field and working with management of various levels.

EDUCATION

- FMP Designation (Facility Management Profession)
- Real Estate License | Department of Regulatory Agencies
- Bachelor of Arts in Communication | University of Colorado at Denver
- 3 ½ Years of Study in Landscape Architecture | Colorado State University
- Associate of Arts in Graphic Design & Fine Art | Allen County Community College