

CARRIE NEWMAN

SKILLS & ABILITIES Project Management, Facility Management, Corporate Real Estate, Workplace Strategy, Space Planning, Architectural design and project planning. Proficient in Microsoft Office suite including Excel and Power Point. Also proficient in AutoCAD, and IWMS/CAFM software.

EXPERIENCE **DIRECTOR, WORKPLACE RESOURCES, JANUS HENDERSON INVESTORS – DENVER, CO**

December 2018 – Present

- Oversight of the Real Estate portfolio and Facilities footprint for the Americas; 7 properties, \$32m/yr operating budget.
- Responsible for the day-to-day operations of the Denver headquarters and workplace resources team including office services, reception services, audio-visual, and facilities maintenance.
- Office design and project construction management.

WORKPLACE BUSINESS PARTNER, SILICON VALLEY BANK – TEMPE, AZ

June 2016 – December 2018

- Act as single point of contact and champion for business leader's and sales team's real estate needs from location strategy to workplace support.
- Participate in requirements development and site selection for real estate locations.
- Develop and validate headcount growth projections by department and location.
- Partner with HR Change Management and Internal Communications to develop project communication strategies for the workplace creation team.
- Create seating strategies and adjacencies for new office occupancy.
- Administer occupancy surveys and provide analysis and data for directors and executives.
- Participate in the design and construction of new office locations and provide guidance on layout, space types and furniture and finish selection.

GLOBAL WORKPLACE MANAGER, SILICON VALLEY BANK – TEMPE, AZ

November 2012 – June 2016

- Responsible for accuracy of all floor plans and seat assignments for 28 locations in the USA and 5 international locations for approximately 4000 employees.
- Responsible for the Moves/Additions/Changes process and reporting.
- Provide quarterly occupancy reports for rent allocation.
- Headcount growth projections and validation.

EXPAT, ST. MAURICE, SWITZERLAND

August 2008 – July 2012

- Trailing spouse for family on four year assignment to Switzerland.
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FACILITIES PROJECT COORDINATOR, CITY OF MESA, ARIZONA – MESA, AZ

August 2007 – August 2008

- Management of in-house technicians and carpenters for maintenance of City buildings and facilities (Four managers with 20 employees).
- Project review for compliance to Americans with Disabilities Act. Project coordination among trades (electricians, carpenters, and HVAC) and internal systems (IT, and Security).
- 2nd in command for Facilities Department with \$10 million yearly budget and 750,000 square feet of facilities.

CAPITAL IMPROVEMENTS PROJECTS SPACE PLANNER, CITY OF MESA, ARIZONA – MESA, AZ

June 2001 – August 2007

- Architectural space planning and programming for Capital projects.
- Head count tracking and growth projections.
- Responsible for planning and execution of all moves and furniture installations/ reconfigurations for 3000 employees in approximately 750,000 square feet of City facilities.
- Review of project budgets and contracts for adherence to State contract purchasing requirements.

EXPAT, SINGAPORE, SINGAPORE

January 2000 – April 2001

- Trailing spouse for family on one year assignment to Singapore.

PROJECT ARCHITECT, GENSLER – NEW YORK, NY

April 1997 – January 2000

- Design Development and Construction Document production.
- Assisted Project lead and Project Designer through all aspects of project delivery for international client in Hong Kong, London, Moscow, and Buenos Aires.

Benchmarking and workplace strategy.

EDUCATION UNIVERSITY OF FLORIDA, BACHELOR OF DESIGN/ARCHITECTURE, GAINESVILLE, FL USA

- **Vicenza Institute of Architecture, Vicenza, Italy**
- **Lean Six Sigma White Belt**
- **Certified Change Management Practitioner, Prosci**

REFERENCES Available upon request
