

BRANDAN BURNS



November 1, 2022

Office of Children's Affairs
201 W. Colfax Avenue, 11th Floor
Denver, CO 80227

To Whom It May Concern:

Please accept this as an expression of interest in serving another term as a Community Representative on the Denver Great Kids Head Start (DGKHS) Policy Council.

I first became aware of the Head Start program when I began fostering twin 2-year old boys in 2016. I openly admit that I did not know anything about the program but as time went on, I learned more and more and I became increasingly amazed at the amount of outpouring support the program provided to families in need.

I know for myself, the program provided academic and emotional support for the boys in my care as well as an environment for the boys to receive additional behavioral support and physical therapy. The program provides that chance for a strong foundation to early learning.

I have since adopted those two little boys but because of my involvement in Head Start, I have come to realize the importance of being involved and engaged in my children's academics and learning environment, as well as the importance of "giving back."

My boys have graduated out of the Head Start Program but I would welcome the opportunity to continue to give back to the program as a "Thank You" of respect and gratitude for all that the program has done for my boys and my family.

I believe that my time and commitment to the Head Start Program would be an asset to the Policy Council and I would be very happy to continue to be a Community Representative.

Thank you for your time and consideration.

Sincerely,

Brandan Burns

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BRANDAN W. BURNS



OBJECTIVE

Obtain a challenging and fast-paced position utilizing project management, problem solving and strong 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 (Authorization for Expenditures) utilized for field location furniture.
- Established and maintain great working relationships with each location's facility liaison.
- Process invoices, monitor RC (Regional Code) 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, reconciliations, invoice and PCard logs for our Colorado Springs and Birmingham offices.
- Supervise and train mail and copy room staff/contractor.

Sr. I Business Analyst – Corporate Real Estate (2006 – 2012) (2020-Present)

- Develop, drive and monitor 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.
- Manage corporate property database utilized by various departments including but not limited to Corporate Real Estate, Tax, Insurance and Property Accounting.

- Conduct regular economic analysis of Kinder Morgan's property values; continually leading efforts of maximize value.
- Negotiated and renew leases; acquire or divest real estate as appropriate to the company's business needs.
- Analyze and coordinate lease terms and conditions for internal/external accounting functions.
- Prepare annual obligation reports for property accounting outlining long-term leasing obligations and financial commitments.
- Maintain Pro Lease (Real Estate Manager Software) which includes abstracting data from real estate leases, terms and conditions, and accurately maintaining that information.
- Work closely with IT, implementing upgrades to software and changes to software to better fit company's needs.
- Serve as liaison between our business unit's Presidents, Vice Presidents and Directors, and commercial real estate brokers around the United States and Canada.
- Perform site visits to our company's property assets (existing and potential), and attend broker or negotiation meetings as needed.
- Train various staff on the use and management of real estate data and entry of that data.

EDUCATION

- FMP Designation (Facility Management Profession)
- Real Estate License | Department of Regulatory Agencies
- Bachelor of Arts in Communication | University of Colorado at Denver