

Kory Cornelison

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1699 S. Trenton St. | Denver, CO

Work Experience

Davis Graham & Stubbs LLP

Denver, CO

Facilities Operations Supervisor

June 2016 – Current

- Plan, develop, and manage appropriated and contract budgets; responsible for long-range planning, cost-saving development, contract preparation, and negotiations
- Manage a preventive maintenance program within the confines of an annual budget; maintain the upkeep of equipment and supplies to meet health and safety standards
- Responsible for space planning and management; executing office moves, renovations, and installations of facilities within a 110,000 sq. ft. office building
- Establish and manage the goals and objective process to ensure facilities is aligned with firm initiatives
- Manage, mentor, and develop facilities staff

Facilities Coordinator

- Act as liaison between DGS and building property management, building engineering teams, vendors, and service providers for day-to-day issues and long-term projects
- Manage, oversee, and inspect all internal and external facilities operations e.g. HVAC repair, millwork repair, carpet repair, pest control, snow removal, landscape, housekeeping, security, etc.
- Built and maintained fire evacuation and disaster response plans; serves as the firm's emergency response coordinator
- Built and executed a security awareness program for over 250 DGS employees

LivingSocial

Tucson, AZ

Coordinator, Facilities Operations & Physical Security

February 2013 – June 2016

- Act as liaison between LivingSocial and property manager for day-to-day issues and long-term projects
- Maintained office services by organizing office operations and procedures; controlling correspondence; reviewing and approving supply requisitions; assigning and monitoring clerical functions
- Collected feedback and identified trends and areas for improvement
- Possessed detailed knowledge of LivingSocial policies, procedures, and values
- Oversaw the installation, operations, and deconstruction of multiple LivingSocial offices
- Track business progress against timelines, milestones, and budgets

Head of Security Operations

- Built and executed a security awareness program for over 500 LivingSocial employees
- Designed, implemented, and managed an enterprise access control and CCTV system; comprising over 15 access readers and 23 cameras
- Managed a local crisis management team of 15 employees and contractors
- Assisted training of LivingSocial employees on new security policies and procedures

Sturgeon Electric/Tucson Electric Power

Tucson, AZ

Assistant Manager, Accounts Payable

November 2011 – February 2013

- Processed vendor invoices using document imaging
- Created training materials for multiple financial topics
- Research and respond to vendor inquiries and filing
- Match invoices to purchase orders
- Provide supporting documentation for audits

Jackson County Swimming Pool

Walden, CO

Head Lifeguard

August 2007 – November 2011

- Developed new processes for employee evaluations
- Effectively controlled the release of proprietary and confidential information for general client lists
- Organized volunteer opportunities and committees including; social media, local outreach, sponsorships, and leadership boards
- Managed a team of 6 employees

Education

ITT Technical Institute

Criminal Justice

Denver, CO

July 2011

North Park Jr./Sr. High School

General Studies

Walden, CO

June 2010

Skills

- Proficient in Microsoft Word, Access, Excel, PowerPoint, Outlook, Publisher and Visio
- Skilled in formulating communications, both written and verbal
- Creative and personable; enjoys a fast-paced, dynamic, team-based environment
- Demonstrated ability to maintain and cultivate interdepartmental relationships
- Ability to manage and develop others