

# NJON WEINROTH, CFM

415/347-6566 • [njon.weinroth@gmail.com](mailto:njon.weinroth@gmail.com)

Senior Facilities / Real Estate professional offering 10+ years' experience directing comprehensive operations, logistics, occupancy, and project management, specializing in hyper-growth environments. Real estate survey, design, construction, IT, space planning, security, emergency response, and ergonomics are among my areas of expertise. My CFM (Certified Facility Manager) credential is current and I've developed teams including individual contributors, contractors, and consultants.

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## **AppsFlyer, San Francisco** **Facilities Manager, Americas**

**October 2017 – Present**

- Oversee operations including facilities, real estate, IT, procurement, maintenance, and repair
- Manage space allocation for office builds, relocations, and expansions
- Negotiate and manage relationships with vendors, realtors, and service providers
- Maintain safety, security, and business continuity

## **Rabbit, San Mateo** **Senior Relocation Consultant (Contract)**

**June 2017 – October 2017**

- Managed design, occupancy planning and resource provisioning for company relocation
- Sourced and managed vendors for build, repair, and remodel of the new location
- Provisioned and fit-up furniture, fixtures, office equipment, and contract service providers

## **RideCell, San Francisco** **Workplace Operations Manager**

**September 2016 – May 2017**

- Managed Facilities and IT teams primarily focused on scaling to meet projected expansion targets
- Procurement and admin of all company assets, furnishings, suppliers, and consumables
- Implementation / optimization of meal, snack, swag, and perk programs

## **Airware, San Francisco** **Office Operations Manager**

**October 2014 – September 2016**

- Led search, relocation, and fit-up projects from 30K ft<sup>2</sup> to 55K ft<sup>2</sup> for office and PDR space
- Managed Facilities Operations including selection and management of vendors, subtenants and service providers, occupancy, space planning/design, security, and ergonomic evaluation
- Curated culture-focused programs, events, meal program, outings, and special interest groups

## **Credit Karma, San Francisco** **Facilities Manager (Contract)**

**February 2014 – October 2014**

- Drove relocation from 20K ft<sup>2</sup> to 92K ft<sup>2</sup> (Union Vendors) including design and construction
- Managed systems and logistics for office expansion from 100 to 300 FTE
- Led fit-up operations including managing networking, ISP, access, alarm, and surveillance vendors

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## **Dolby Laboratories, San Francisco**

**August 2013 – February 2014**

### **Senior Human Resources Coordinator (Contract)**

- Managed a global team of coordinators responsible for the HR service queue
- Aggregated employee data and provided administrative project support for HR Business Partners
- Provided documentation to employees requesting certifications for visa applications, employment verifications for mortgage, schools, banks, etc.

## **Opine Consulting, San Francisco**

**June 2009 – August 2013**

### **Administrative / Operations Consultant**

- Drove relocation/expansions including real estate negotiations space planning, telephony, cabling, movers, contract services, security, design, and fit-up for spaces ranging up to 100,000 sq. ft.
- Vendor and service provider selection and management
- Event planning and execution. Sourcing security, catering, custodial, and venue

## **Splunk Inc., San Francisco**

**April 2007 – April 2009**

### **Office Manager**

- Coordinated office relocation, new-hire orientation, security, and emergency procedure training
- Selected vendors and negotiated pricing with service providers and wholesalers
- Organized in-office and remote events and meetings



Prior to my real estate operations experience, I was a consultant specializing in Finance. I worked on several projects in both the public and private sectors with experience developing and operating systems for collections, accounts receivables, and expense reporting. From 1999 through 2004, I worked in retail banking, managing branch operations, residential, and commercial lending at Washington Mutual Bank. I directly managed up to 30 people in 2 locations. Each branch operated as an independent business and we handled much of our own recruiting, employee development, community outreach, and marketing.