

Paula Veltum
4384 Damascus Trail
Cottage Grove, WI 53527
PaulaVeltum@gmail.com
608-279-3871

Dear UW Madison Human Resources,

My name is Paula Veltum and I am applying for the position of Assistant Vice Chancellor for Real Estate Development & Administration. I feel my background greatly matches the requirements and responsibilities outlined for this position.

I have a Bachelor's Degree in Business Administration with an emphasis in Business Management and my career accomplishments include nearly 20 years of experience in facilities management, real estate development & management, construction, and project management.

I am currently working for American Family Insurance as their Facilities Operations Director which oversees their owned and leased portfolio across the US and the staff that support those operations. Prior to this role, I worked at the State of Wisconsin for 13 years at the Department of Administration in leadership positions with the most recent position as Division Administrator for the Division of Facilities & Transportation Services. In this position I oversaw the Bureaus of Building Management, Enterprise Fleet, and Real Estate Management. I also worked for two years at the Department of Safety & Professional Services as a Bureau Director responsible for the Plan Review and Inspection teams.

While I do not have a real estate license at this time, I did hold one years ago and would be willing to complete the necessary steps to become licensed again.

I thank you for your time and consideration and look forward to hearing more about this opportunity with UW Madison, Facilities Management & Planning.

Paula Veltum

Paula Veltum

PROFILE

Professional with a comprehensive background in leadership, state policy & regulations, real estate development, facilities, process improvement and strategic planning.

EXPERIENCE

Facilities Operations Director, American Family Insurance, Madison, WI, 11/2022-Present

Facilities and operations management and support for nearly 4 million GSF in owned and leased facilities across the US.

- Directs sustainable natural resource management, operations and repair of owned buildings, and leads environmentally conscious facilities strategies
- Development of the energy management strategy & assistance to the sustainability manager to address decarbonization efforts and initiatives
- Assists real estate team with managing leased portfolio and contract management

Division Administrator, Department of Administration, Madison, WI, 2020-11/2022

Appointed to Division Administrator to the newly formed Division of Facilities & Transportation Services and oversaw the Bureaus of Building Management, Real Estate Management and Enterprise Fleet for the State of WI - Department of Administration

- Secretary of the State Capitol & Executive Residence Board and Subcommittees providing recommendations for Board approval
- Provide enterprise leasing and sale oversight for the state real estate portfolio - team led sale of the former Milwaukee DNR Headquarters facility for \$1.6M in 2022
- President of the Risser Condo Association
- Leader on the Statewide Consolidation Planning Study & Recommendations for Vision 2030

Deputy Division Administrator, Department of Administration, Madison, WI, 2019 - 2020

Promoted to Deputy Division Administrator for the Bureau of Building Management and the Bureau of Real Estate Management within the Division of Facilities Development & Management for the State of WI

- Assisted the core team at the State Emergency Operations Center to construct, operate and decommission an Alternative Care Facility (ACF) at State Fair Park in Milwaukee and assisted with implementing two Isolation Care Facilities - completed the ACF construction in 10 days with General Contractor Gilbane Co. and the Army Corps of Engineers

Bureau Director, Department of Administration, Madison, WI, 2015-2019

Promoted to Bureau Director from Assistant Director for the Bureau of Building Management within the Division of Facilities Development & Management

- Project management of the construction of the largest State Office Building - Hill Farms State Office Building in Madison (600K GSF & 1700 Stall Parking structure) Total Project Cost \$195M completed in 2018

Bureau Director, Department of Safety & Professional Services, Madison, WI, 2013-2015 Promoted from Section Chief of Field Services to Bureau Director for the Bureau of Technical Services

PaulaVeltum@gmail.com (608) 279-3871 [linkedin.com/in/paula-v-24750141](https://www.linkedin.com/in/paula-v-24750141)
4384 Damascus Trail, Cottage Grove, WI 53527

within the Division of Industry Services. Leadership, management and direction to multiple programs such as: Commercial Building Plan Review, HVAC, Fire Suppression, Fire Protection, Uniform Dwelling Code/Manufactured Homes Program, Mines, Pits, Quarries & Explosives Safety Programs, Plumbing and Pools Program as well as oversight of the Public Sector and Electrical Safety Programs

- Led Commercial Plan Review Team for the Pleasant Prairie Amazon Facility
- Facilitator for LEAN Six Sigma projects and development of project charters to increase efficiencies throughout the Division
- Presented administrative and building code updates, initiatives and investigative outcomes to the public, legal representatives, building owners and government agencies

Assistant Bureau Director, Department of Administration, Madison, WI, 2011-2013 Promoted to Assistant Bureau Director for Facilities Management Group 1 within the Division of Facilities Development & Management

- Supervision of 3 facilities managers for the downtown facilities group with oversight for the following facilities: State Capitol, DHS Facility, Governor's Executive Residence, Air Services, Risser Justice Center, Department of Administration Facility, as well as the Monona Terrace Parking Structure
- Project management and long-range capital planning
- Contract management and oversight for snow removal, landscaping, waste & recycling programs, window washing, chiller & boiler maintenance, water chemistry programs, security systems, etc.

Buildings & Grounds Superintendent, Department of Administration, Madison, WI, 2008-2011

Buildings & Grounds Superintendent for Facilities Management Group 2 within the Division of Facilities Development & Management

- Oversight of the following facilities: State Datacenter (Tier 3), Department of Agriculture, Trade & Consumer Protection Building, Revenue State Office Building, WI Public Broadcast Facility, State Laboratory of Hygiene, and the Employee Trust Funds Building
- Led the LEED-EB Certification for the first State Office Building in WI (2009)
- Drafted \$11M dollar building commission project justification for the State Lab of Hygiene HVAC upgrade project
- Worked with architects & engineers, general and subcontractors on facility projects

Facilities Supervisor, Covance Laboratories, Madison, WI, 2001-2008

Promoted to Facilities and Laboratory Operations Supervisor for Covance Laboratories. Previous positions include Security Supervisor, Facility Assistant II and Facility Assistant I

- Management of approximately 20 staff within several program areas including facilities maintenance, operations, lab support and security
- Policy committee leader and selected for Six Sigma Green Belt Training

EDUCATION

Herzing College, Madison, WI Bachelor of Science in Business Administration

Major: Business Management (Magna Cum Laude)

SKILLS & CERTIFICATIONS

Microsoft Office, SharePoint, Peoplesoft, WorkDay, Six Sigma Green Belt, Certified Facility Manager (IFMA R- designation), Building Operator Certifications 1 & 2