

Robert Smith

Senior Operations Manager

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Over 16+ years of experience as an Operations Manager. A results-oriented business professional with proven abilities in strategic planning, managing projects, improving the efficiency of operations, team building, and detailing project information to determine effective processes for operations.

WORK EXPERIENCE

Senior Operations Manager

ABC Corporation - September 2003 - Present

Responsibilities:

- Coordinating production, distribution, warehousing, and sales in accordance with policies.
- Confering with the sales team and associated representatives to evaluate and promote improved and expanded services.
- Reviewing production costs and product quality, and modify inventory control programs to maintain and enhance the annual business plan.
- Preparing annual data to support the business plan along with the metrics for operational performance.
- Overseeing inventory, order new equipment, and schedule repairs for damaged equipment.
- Planning, assigning, and directing work; appraising performance; reward and discipline employees; address complaints and resolve problems.
- Experience in lean manufacturing, waste minimization, and six sigma methodology.

Area Sales Manager

ABC Corporation - May 2003 - August 2003

Responsibilities:

- Responsibilities managed employees, vending routes, and reports in accordance with policies and metrics.
- Cold calling on potential customers, and negotiating with the current to grow the business.
- Accomplishments successfully trained all drivers in following the process to achieve and exceed sales goals.
- Developed a training board, setting targets, and laying out how to achieve.
- Other skills and qualifications forklift certification class a CDL hazmat, tankers, and doubles triples endorsements skills used all.
- Created best practices for operational fluidity.
- Controlled store inventory through warehouse management.

Education

Certificate in Mechanical Systems And Repair - 1999(Muscle Shoals Center Of Technology - Muscle Shoals, AL)Diploma in ALL - 1995(Colbert Heights Highschool - Tusculmbia, AL)

SKILLS

Microsoft Office,
Customer Service, Retail,
Secretarial, Powerpoint,
Excel, Word, Wordpress,
Filing, Public Speaking,
Budgets, and
Forecasting.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)