

JANET GRAY

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Summary

Dedicated Operations Manager and effective leader who excels at using proven methods and cutting-edge technology to successfully cut costs, streamline operations and increase productivity. Assertive and enthusiastic, with extensive knowledge of process optimization and an unsurpassed work ethic.

Highlights

- Strategic planning
- Global and strategic sourcing
- Negotiations expert
- Procedure development
- Financial oversight
- Process improvements
- Cost reduction and containment
- Systems implementation
- Team building
- Analytical

Experience

Operations Manager National Gas Company	05/2009 to Current Edinburgh, Scotland
<ul style="list-style-type: none">• Generate revenue by coaching staff on effective prospecting and lead development strategies.• Monitor employee productivity and optimise procedures to reduce costs.• Consistently meet or exceed gross profit goals.• Maximised driver time and efficiency by revamping delivery schedules and workloads.• Increased productivity by 20% whilst simultaneously reducing head count by 10%.• Oversaw development and launch of additional delivery area routes.	
Operations Manager Samuelson Trucking Company	10/2006 to 04/2009 Edinburgh, Scotland
<ul style="list-style-type: none">• Boosted delivery and scheduling efficiency by moving to computer database system.• Developed safety programmes that reduced incidents by 80% in one year.• Held monthly employee meetings to give information, take feedback, and provide updated training.• Supervised completion of financial paperwork and tracking reports.• Grew company market share by 25% in just 6 months.• Implemented new outreach programme aimed at post-delivery follow-up and new business development.	
Operations Manager Western Machinery	03/2002 to 09/2006 Edinburgh, Scotland
<ul style="list-style-type: none">• Built and maintained effective accounts receivable and cash flow monitoring systems.• Identified inefficiencies and made recommendations for process improvements.• Effectively controlled costs and developed operating budgets.• Oversaw inventory, ordered new equipment, and scheduled repairs for damaged machinery.• Earned Top Performer Award for taking store to first place in region in total revenue earned.	

Education

Bachelor of Science: Accounting

University of Edinburgh

Minor in Finance

Edinburgh, Scotland