

Dimitri Boudon

555-555-5555 | hello@kickresume.com

Profile

Results-oriented and self-driven Assistant Operations Manager with 2+ years of extensive experience and comprehensive background in developing and implementing new business processes and procedures, conducting business forecasts, and coordinating new staff. Effective leader and communicator with important ability to work under pressure, great analytical skills, and excellent time management skills.

Work experience

06/2016 – 05/2019 BRUGES, BELGIUM

Assistant Operations Manager Vesuvius, Inc.

- Worked on the development of new business processes and procedures in order to decrease operational costs and increase overall effectiveness - decreased operational expenses by 15% within 3 years.
- Trained and supervised new personnel, ensuring that all policies and procedures were fully followed.
- Managed and maintained documents and records and executed various clerical duties as assigned by managers and executives.
- Produced business forecasts, completed monthly reports, created a weekly employee schedule, and pro-actively participated in weekly team meetings with the Board of Directors.
- Awarded Employee of the Month twice for performing great work.

Education

09/2012 – 05/2016

OTTIGNIES-LOUVAIN-LA-NEUVE, BELGIUM

Business & Management with Marketing Universite Catholique de Louvain

GPA: 3.98 (Top 10% of the Program)

The 2015 Academic Excellence Award winner

Clubs and Societies: Business Club, Economics Society, Swimming Society

09/2008 – 05/2012 PARIS, FRANCE

High School

Lycee Alexandre Dumas

Graduated with Distinction (Grade 1 - A/excellent equivalent in all 4 subjects)

Education

The 2012 Best Graduate Award winner

Activities: Basketball Club, Golf Club, Tennis Club

Skills

LANGUAGES

French	Native
English	Full
German	Full
Chinese	Limited

COMPUTER SKILLS

Microsoft Office	
Azzier, Samsara	
GrowthZone, 9teams	
Slack, Trello	

INTERPERSONAL SKILLS

Analytical Skills	
Communication Skills	
Leadership Skills	
Problem-solving	
Teamwork	
Time Management	

Volunteering

09/2014 – 05/2015

OTTIGNIES-LOUVAIN-LA-NEUVE, BELGIUM

Class Representative

Universite Catholique de Louvain

Certificates

02/2019

Certified Business Operations

Management Specialist

Association of Certified Procurement & Operations Specialist

07/2017

Driving Licence