

# OPERATIONS MANAGER RESUME SAMPLE

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## SUMMARY OF QUALIFICATIONS

- Operations Manager with 12+ years of management experience in manufacturing plants, providing strategic planning and solutions for profitable plant operations, and overseeing daily production activities.
- Utilized SAP enterprise resource planning (ERP) software to increase efficiency of supply chain management, decreasing costs by 23% and boosting production by 13%.
- Orchestrated the use of DMAVD Six Sigma methodology to launch 3 new products, which resulted in profits exceeding expectations by 16%.
- Developed new staff work schedule, increasing productivity by 8% and decreasing employee turnover rate by 19%.
- Cultivate work environment committed to continuous improvement (CI), consistently improving efficiency and effectiveness of operations every year

## SKILLS

- |   |                                  |
|---|----------------------------------|
| • SAP and Microsoft Dynamics ERP software | • Sugar CRM Software             |
| • Minitab and Excel data analysis         | • Scheduling and Time Management |
| • Lean/Six Sigma Methodologies            | • Mentorship                     |

## RELEVANT WORK EXPERIENCE

### OPERATIONS MANAGER

DOUGLAS & COMPANY | GREEN RIVER, WY | AUG 2012 – PRESENT

- Manage annual budget in excess of \$40 million, approve monthly expenditures, and ensure company resources are optimally allocated amongst 42 different products to maximize profits
- Supervise and coach 4 team managers in the implementation of new manufacturing strategies, improving operations, and exceeding plan quality and productivity goals over 30% of the time
- Employed new machinery and equipment designed to comply with state regulations, reducing the environmental impact of manufacturing processes by 65%
- Analyze production data and use Minitab to adhere to DMAIC roadmap, guaranteeing efficient production of defect-free products

### TEAM MANAGER

DOUGLAS & COMPANY | GREEN RIVER, WY | JUNE 2007 – AUG 2012

- Led 10-member team in conducting the day-to-day operations of the plant, ensuring smooth manufacturing of products, and facilitating the implementation of 7 new production strategies
- Analyzed production tracking system reports and communicated potential issues to Operations Manager, preventing mechanical, production, and packaging problems from occurring
- Coordinated with Operations Manager to implement Sugar customer relations management (CRM) software, improving relations with current clients
- Used Sugar CRM to facilitate contracts with 4 new suppliers, resulting in decreased production costs of 24%
- Helped train staff in Lean methodologies, reducing waste by 32% over 3 years

## EDUCATION & CERTIFICATIONS

PENNSYLVANIA STATE UNIVERSITY, STATE COLLEGE, PA  
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, MAY 2007

CERTIFICATIONS: SIX SIGMA GREEN BELT (CSSGB)