


Richard Lauren

OPERATIONS MANAGER

info@resumekraft.com 

202-555-0120 

Chicago, Illinois, US 

linkedin.com/resumekraft 

SUMMARY

I am a hardworking, results oriented, self-motivated person who works under minimum supervision with very good time management skills. I quickly adapt to change in routines and deadlines. I relish the opportunity to learn new skills and constantly strive to improve working practice.

WORK EXPERIENCE

Operations Manager

J&J Company Sep 2019 - Apr 2020

- Supporting the project team in daily business of Supplier Capacity Management and Demand Capacity planning of new production series
- Compiling and updating information of suppliers exporting parts from Asia to Daimler plants all around the world.
- Management of variant organizational appointments such as team meetings
- Regular update of internally used tools.

Operations Manager

Delta Expo Sep 2018 - Present

- Organizing and setting up event venues
- Taking notes during team meetings and keeping track of all meeting venues.
- Point person for coordinating event venue set up and break down on the day of the event.
- Running company social media accounts.

Civil Engineering Intern

MNT Engineering Jun 2017 - Sep 2017

- Interpreting AUTOCAD drawings for roads
- Proper preparation and interpretation of a bill of quantities

EDUCATION

Masters degree in International Business Administration.

University of International Business and Economics, Beijing, China.

Sep 2018 - Present

International Business Management, Supply Chain Management, Risk Management, Advanced Corporate Finance, Operations Management, Managerial Economics, Consumer Behavior, Global Strategy, Marketing Management, Service Marketing, Financial accounting, Human Resource Management.

Bachelor of Civil Engineering

Chang'An University, Xi'an, China. Sep 2014 - Jul 2018

Bridge Engineering, Highway Engineering, Project management, Load and Structural Design, Construction measurement and pricing, Structural Mechanics, Structural Stability, and Quantitative Surveying.

SKILLS

- Fluent in English and Chinese
- Excellent Team player.
- Good computer skills.
- Able to work with minimum supervision.
- Superior negotiation skills.
- Excellent communication skills.
- Able to work under pressure
- Good time Management.
- Excellent report writing and presentation skills.
- Good interpersonal skills
- Proficient in MS Office, AUTOCAD, Canva.