

# Donata Forys

Results-oriented and self-driven Business Operations Manager with a pro-active approach and 2 years of extensive industry experience. Possessing a bachelor's degree in Business Administration from the University of Southern California, Donata is looking for a Business Operations Manager job within a company which offers flexibility and the opportunity to grow both personally and professionally.



## Personal info

**Phone number:** 555-555-5555 **Email address:** hello@kickresume.com



## Work experience

### Business Operations Manager

**MARGO Group, Inc.**

07/2018 – 06/2020 LOS ANGELES, CA, UNITED STATES

- Was given the responsibility for multiple key business operations to ensure that everything was in compliance with the company's standards and policies.
- Supervised a team of 10 people and pro-actively participated in weekly team meetings with other managers and executives.
- Worked on the constant reduction of unnecessary operational expenses - decreased the costs by 27% within just one year.
- Conducted professional market research and maintained relevant documents and records.
- Recognized as a top-achieving employee for having great results and meeting all assigned business targets.



## Education

### Business Administration

**University of Southern California**

09/2014 – 05/2018 LOS ANGELES, CA, UNITED STATES

GPA: 3.98 (Top 5% of the Program)

Clubs and Societies: Marketing Society, Physics Society, Volleyball Club

### IB Diploma Program

**International American School**

09/2010 – 05/2014 WARSAW, POLAND

Graduated with Distinction (Grade 1 - A/excellent equivalent in all 6 subjects)

Extracurricular Activities: Business Club, Economics Club, Golf Club

#### - LANGUAGES

Polish  
Native

English  
Full

French  
Professional



## Skills

#### - SOFTWARE SKILLS

MS Office

uniTEX

Premia

QuickBooks