

# Mark Stewart

## Operations Manager

### Personal Info

#### Email

markstewart@email.com

#### LinkedIn

linkedin.com/in/mark-stewart

#### Phone

917-345-6789

### Skills

Leadership and management

Operational planning and execution principles

Process analysis & process reengineering methods

Troubleshooting technical problems

Professional proficiency in MS Office Suite (Word, PowerPoint, Excel)

Communication

Negotiation

Adept at building relationships with internal & external stakeholders

### Languages

English ★★★★★

Spanish ★★★★★

German ★★★★★

### Certificates

2016-08

**PMP Certification (Project Management Professional)**

*Project Management Institute (PMI)*

### Hobby/Interest

- Running – Completed multiple 5k races this year; First Place at the Dallas Run For Fun 5k Race
- Yoga – Certified 200-hour Yoga Teacher since 2018
- Painting – Exhibited artwork at local galleries

Highly organized and detail-oriented operations manager with 8+ years of experience in the tech industry. Eager to help Genisys Dynamics reach its maximum potential in performance, profits, and successful delivery of products/services. Implemented an efficient system for streamlining inventory control processes at Cygnus Innovations, resulting in a 33% reduction in delivery times. Also spearheaded a companywide cost optimization initiative that resulted in over \$200K savings annually.

### Work History

2018-01

- present

#### Operations Manager

*Cygnus Innovations, Dallas, TX*

##### Key Qualifications & Responsibilities

- Establishing best practices for the organization's operational activities to maintain high-quality control and customer service standards.
- Overseeing daily operations, including order management, invoicing, inventory control, dispatch operations, returns management, etc.
- Developing policies and procedures for optimizing operational efficiencies while minimizing costs.
- Collaborating with key stakeholders across the organization to identify areas for improvement within existing processes.

##### Key Achievement:

- Implemented an automated system to streamline inventory control processes, which led to a 33% reduction in delivery times.
- Led a companywide cost optimization initiative that resulted in over \$200K savings annually.

2015-05

- 2017-12

#### Operations Manager

*Optimum Solutions, Austin, TX*

##### Key Qualifications & Responsibilities

- Analyzed current operations activities and identified areas for improved efficiency.
- Mentored team members to implement process improvements within their respective roles.
- Designed training programs to ensure standardization of operational protocols across departments.
- Negotiated contracts with vendors for better pricing terms and services.

##### Key Achievement:

- Spearheaded a companywide cost optimization initiative resulting in over \$200K savings annually.

### Education

2011-05

- 2015-05

#### Business Administration, Bachelor's Degree

*University of Texas at Austin, TX*

##### Relevant Extracurricular Activities:

- Member of the Business Administration Student Council – 2013-2015

##### Academic Achievements:

- Dean's List - 2012, 2013, 2014

### Membership

2019-01

*Member Of The American Association Of Project Managers*