

ROBERT SMITH

Senior Business Operations Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seasoned Project Manager and Competitive Intelligence Analyst with 12 years' experience specializing in Lean principles for Product Development. A professional with dedication and experience as a project manager responsible for all project portfolio actions ensuring requirements are met; a critical thinker with unique skills in solving triple constraint issues to achieve the required quality.

CORE COMPETENCIES

Customer Service, Management, Database Management, Telephone Skills, Word Processing, Crude Oil Purchasing.

PROFESSIONAL EXPERIENCE

Senior Business Operations Manager

ABC Corporation - January 2001 – January 2008

Key Deliverables:

- Responsible for maintaining shop facilities, apartment remodels, rental properties, government housing projects.
- Responsible for scheduling payments, manage customer accounts, process payments, issue payment requests, and contact clients regarding late and delinquent accounts.
- Coordinate, direct and schedule maintenance repair/replacement of carpentry and construction projects which include remodels, additions and replacement of cabinetry, demolition, erecting walls and partitions, paint, sheetrock.
- Responsible for hiring, training, scheduling, disciplinary actions, approving leaves and training, prioritizing work load.
- Prepare documents and reports, estimates, budgets, contracts, proposals and invoices.
- Order supplies and material, part and machinery, products and equipment.
- \${job_description7}

Business Operations Manager

ABC Corporation - 1998 – 2001

Key Deliverables:

- Tempe, AZ ASU is a public flagship metropolitan research university located on five campuses across the Phoenix Metropolitan Area.
- Business Operations Manager, 2014 - 2015 Manage business functions and develop long-term strategies for Dean of Students Office in Education Outreach and Student Services (EOSS).
- Areas include Budgeting, Accounting, Staff Supervision, Strategic Planning, Human Resource and Internal Procedures.
- Consistently partner with Director of Operations and Human Resources in Office of Senior Vice President (SVP) of EOSS.

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- Supervise seven (7) Administrative/HR personnel.
- Oversee daily operations for EOSS departments of Career Services, Student Support Services, Fitness Center, Office of Student Engagement, Student Activities and Conference Services, and Disability Resources; Administer over \$6MM in budgets and \$1MM in.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- A.S. in Computer Information Technology - (New Mexico State University)