

Objective

To secure a position in Financial and Operations Management that provides a challenging opportunity professional development and career growth, and the opportunity to utilize interpersonal skills and business acumen.

Skills

Continuous improvement, Management, IT Support, Kaizen Facilitator, Change Management, Project Management.

Work Experience

Director Of Business Operations I

ABC Corporation - April 2002 – January 2011

- Directed daily business operations for this privately owned and leading single-source provider of integrated door and operator systems for commercial, industrial and residential applications from product design and manufacturing through installation and service.
- Supervising staff by making hiring and pay recommendations, making work assignments and deadlines and evaluating both individual and team performance.
- Continually develop staff to enable high service levels in a dynamic environment and career path opportunities for team associates.
- Effectively manage assigned projects (budget, schedule) as well as completion of assigned tasks for other projects.
- Assisting in the evaluation and purchase of hardware and software and developing quality assurance processes.
- Managed operations of an ad network that saw annual revenue growth from single-digit millions to tens of millions.
- Managed the long-range planning, including market analysis and program expansion.

Director Of Business Operations

Delta Corporation - 1998 – 2002

- Establishing and managing national business accounts including Pre-Qualifying Applications Managing the day to day operations of the office including.
- with ad-hoc projects including tradeshow, staff hires, credit/vendor applications, budgeting, cost accounting, and rent/buy analysis.
- Maintained day-to-day business operations while the clinic exploded to six practices throughout the Islands.
- Reduced A/R days outstanding to company lows while revenue remained at all-time highs.
- Led outstate expansion, increasing annual revenue by 20% Improved client retention by implementing a customer appreciation program.
- Decision making upon daily tasks for myself and two other employees.
- Leveraging skills of time management in order to allow the company for a smooth start.

Education

Master of Business Administration - (UNIVERSITY OF SCRANTON - Scranton, PA)