

Objective

Looking to obtain a position at an organization where I can further utilize strengths in the areas of operations, project management, system development and coordination, staff development, and resource optimization.

Skills

Formsite, Electronic Booking Management System, Inter-Collegiate.

Work Experience

Business Operations Manager II

ABC Corporation - May 2013 – August 2014

- Worked with school administrators to set school operational policies, procedures, and systems.
- Ensured staff received training including safety, facilities, ordering, enrollment, and testing procedures.
- Directly supervised operations teams of two professionals.
- Managed discretionary budget including reallocation and projection of spend based on current spending trends for upcoming year, as well as FAMIS spending.
- Held weekly team and 1-on-1 meetings to help assist with personal growth and professional development.
- Served on leadership team during school leadership meetings each week to carry out the schools vision through the lens and expertise of operations.
- Integrated technology to increase efficiency and real time accountability of operational tasks.

Business Operations Manager

ABC Corporation - 2011 – 2013

- Hyderabad, TG, INDIA.
- Recommended operational improvements based on tracking and analysis.
- Developed start-up and scaling cost estimates for business plans proposed to venture capital firm.
- Increased annual revenue by [20]% by recommending improvements in efficiency.
- Supervised and coached employees on a regular basis.
- Implemented new business strategies.
- Identified process inefficiencies through gap analysis..

Education

Masters of Arts in Social Science - August 2003(Binghamton University - Vestal, NY)