

Chief Operations Officer

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Objective

Directs, administers, and coordinates the internal operational activities of the organization in accordance with policies, goals, and objectives established by the Chief Executive Officer. Leads and directs the following functions and/or business units: operations, human resources, information systems, traffic, new business coordination, and agency promotion and communication. Assists the CEO in the development of organization policies and goals that cover operations, personnel, financial performance, and growth of the functions and/or business units mentioned above.

Skills

Call Management Systems CCLAS: Proprietary Lease Accounting System InfoLease LeasePro MS Suite Applications Peachtree Accounting QuickBooks Quicken Oracle Studio Oracle Essbase.

Work Experience

Chief Operations Officer

ABC Corporation - 2006 - 2012

- Responsible for providing strategic leadership through the establishment of long-range goals, strategies, plans and policies.
- Develop and execute both short-term and long-term asset/resource strategies and plans to meet business goals, optimize manufacturing utilization and ensure operational excellence.
- Oversee company operations to ensure production efficiency, quality, service and cost effective management of resources.
- Develop and implement strategic operating plans and budgets for all departments that reflect long term objectives and priorities as identified.
- Responsible for leading an effective and cohesive management team with effective succession planning.
- Plan, develop and approve specific operational policies, programs, procedures and methods in concert with general policies.
- Coordinate the operating and capital budgets according to the budget calendar, monitor monthly and other financial statements, and take effective corrective action as required.

Chief Operations Officer

ABC Corporation - 2001 - 2006

- Responsible for creating & carrying out strategic plans to stimulate positive results in companies, teams, & leaders.
- Worked with various organizations of all sizes to identify the causes of poor/average performance, & restore healthy & profitable growth.
- Provided executive coaching and practical business solutions for business owners.
- Provided project support in strategy, business planning, network design operations, organization, sales, and finance.
- Analyzed problem areas within organizations, personnel, equipment utilization, marketing content and metric design, systems, procedures, and policies to determine what modifications/improvements were needed.

- Worked with clients key staff to execute viable business solutions.
- Managed internal evaluations and audits..

Education

Accounting - (Castleton University, University of Phoenix)