

Business Operations Specialist

ROBERT SMITH

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Objective

Seeking to contribute analysis skills, reporting knowledge, research skills, process improvement strategies and technical skills. Work well with teams to achieve common goals. Exemplify high attention to detail, intellectual curiosity, willingness to learn, leadership, problem-solving, communication skills, and building and maintaining relationships.

Skills

Process Development, Project Management, Process Improvement, Leadership, Leadership Development, Lean Manufacturing, Lean Six Sigma.

Work Experience

Business Operations Specialist

The Boeing Company - April 2015 - 2019

- Leads the development, planning and execution of employee-related activities and initiatives.
- Partners with organization leaders on long-range strategies, organizational goals, objectives and initiatives.
- Reviews and evaluates strategic organizational issues and identifies implementation recommendations.
- Provides continuous assessment of overall meeting/review architecture.
- Analyzes and summarizes data used in the development and proposal of organizational direction (e.g., budget information, workforce levels, training requirements and equipment/facility needs).
- Leads the design, logistics and facilitation of large meetings/events.
- Leads the development and maintenance of the project schedule and budget; monitors and tracks execution of the plan and communicates status.

Business Operations Specialist

Rosalio Andrade Landscape - 2014 - 2015

- Responsible for management and oversight of bookkeeping and operations with use of Excel.
- Use of marketing and sales tactics contributing to an average 45% annual business growth.
- Research and purchase of raw materials with the goal of cost effective operations.
- Procurement of raw materials and forecast that deliveries comply with customer needs.
- Use of logistics to create an effective work route to meet all clients with time efficiency.
- Follow-up with customers regarding job specifications, payments, contracts, and invoices through phone calls, e-mail, and in-person..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

MBA in Project Management - 2014(Keller School of Management)