

OPERATIONS MANAGER

Skills

- Human Resources (4 years), Microsoft Office (6 years), Community Outreach (3 years), Community Relations (1 year), Sales (7 years), Strategic Planning (2 years)

Experience

07/2016 to 12/2016

Operations Manager Company Name - City , State

- Established operational objectives and work plans and delegated assignments to all employees, developed new process for employee evaluation which resulted in marked performance improvements, supported Chief Operating Officer with daily operational functions.

08/2016 to Current

Operations Manager Company Name - City , State

Identified prospective customers using lead generating methods and performing an average of 60 cold calls per day.

Recognized as top sales generator, increasing sales level by 70% in 2016

Consistently met and exceeded department expectations for productivity and accuracy levels.

Maintained sales record of 20% 6 months in a row.

06/2015 to 12/2015

Administrator Company Name - City , State

- Directed marketing initiatives, forecasted needs and adjusted future plans, created professional business presentations, maintained detailed administrative and procedural processes to improve accuracy and efficiency, filed insurance, coordinated meetings with other department managers and served as main liaison between.

Education and Training

2016

Bachelor of Science : Sports Management George Mason University - City , State Sports Management

Interests

John Wall- Coach of the CampJune 2016I coached along side pro camps and John Wall this summer for a weekend camp. There were 27 coaches that attended and coached the camp. I was the youngest coach by 10 years and won coach of the camp

Skills

administrative, bank reconciliations, business presentations, cash flow, Community Relations, Human Resources, insurance, leadership skills, marketing, meetings, Microsoft Office, PR, processes, product development, quality, Sales, Strategic Planning

Additional Information

- Goal-oriented and energetic I am talented at motivating co-workers as well as myself. I have an educational and professional background in sports management and sports communication.Willing to relocate to: Richmond, VA - Henrico - Glen Allen, VAAuthorized to work in the US for any employer
- AWARDSJohn Wall- Coach of the CampJune 2016I coached along side pro camps and John Wall this summer for a weekend camp. There were 27 coaches that attended and coached the camp. I was the youngest coach by 10 years and won coach of the camp