(818)-309-8239

mchang19888t@mail.com

github.com/

Los Angeles, CA



# EDUCATION

Planning and organizing

Social media planning

SEO optimization

Copywriting

CMS management

Social media analysis

Marketing management

Excellent communication

Flexible

Quick thinker

Adaptability

Problem solving

# DATA Projects

Master’s Degree

University Name

20XX – 20XX

Bachelor’s Degree

University Name

20XX – 20XX

Operations Training

Tailwind Traders

20XX

OSHA Certified

20XX

# Professional Experience

## Operations Manager Dec 20xx – Present

### Tailwind Traders

Include previous employers with additional information about the company, key duties, and responsibilities you performed. Use bullets and numbers to highlight your achievements.

* Managed 5 company social media channels and automated funnels leading to +25% yearly increase in customers and overall product sales.
* Communicated with marketing teams on a regular basis via weekly emails, monthly phone conversations, and quarterly meetings.
* Achieved an average 30 percent improvement on all social media channels.

## Assistant Operations Manager Jun 20xx – Dec 20xx

### Tailwind Traders

Include previous employers with additional information about the company, key duties, and responsibilities you performed. Use bullets and numbers to highlight your achievements.

* Managed 5 company social media channels and automated funnels leading to +25% yearly increase in customers and overall product sales.
* Communicated with marketing teams on a regular basis via weekly emails, monthly phone conversations, and quarterly meetings.
* Achieved an average 30 percent improvement on all social media channels.

## Job Position Title Here Jun 20xx – Dec 20xx

### Company Name, Location

Include previous employers with additional information about the company, key duties, and responsibilities you performed. Use bullets and numbers to highlight your achievements.

* Managed 5 company social media channels and automated funnels leading to +25% yearly increase in customers and overall product sales.
* Communicated with marketing teams on a regular basis via weekly emails, monthly phone conversations, and quarterly meetings.
* Achieved an average 30 percent improvement on all social media channels.

# **Summary**

A mini-advertisement and summary of you, here is your chance to get the employer’s attention and show why you are the best candidate – approx. 3 - 5 sentences. Use words that are mentioned in the job position description and commonly used in your industry. Operations manager with 14+ years of experience in fast-paced and international environments, known for excellent social media management skills and data analysis.

**Mike Chang**