

HOWARD ONG

OPERATIONS MANAGER

PERSONAL PROFILE

I am an operations manager with extensive experience in retail management. I have handled various tenants, exhibits, and ad spaces for retail outlets.

CONTACT INFORMATION

Home: 123-456-7890
Cell: 123-456-7890
hello@reallygreatsite.com
123 Anywhere Street, Any City, State, Country 12345
LinkedIn: [@reallygreatsite](#)

ACHIEVEMENTS

- Implemented operational effectiveness project which led to 30% reduction on lease expenses
- Hit tenant satisfaction rating of 95% for the last three years

CORE COMPETENCIES

- Sales and marketing
- Merchandising
- Customer service
- Strategic Planning
- Project management
- Warehouse operations
- Marketing communications

WORK EXPERIENCE

OPERATIONS MANAGER

Wal & Joe Supermalls | Mar. 2020 to present

- Manage relationships with long- and short-term tenants
- Coordinate with leasing, marketing, and engineering departments for tenant inquiries and concerns

PROCUREMENT BUYER

Mocharinto Food Corp. | July 2016 to Feb. 2020

- Manage inventory to attain profitability of products
- Ensure items are purchased at lowest possible cost
- Review and analyze promotional initiatives

SCHOOLS ATTENDED

FINCHWORTH UNIVERSITY

Bachelor of Science in Business Administration

- Sept. 2012 to June 2016
- Graduated magna cum laude with GPA of 3.8
- President and founder, Finchworth University Entrepreneurs' League (FUEL)

FINCHWORTH HIGH SCHOOL

High School Diploma with Academic Distinction

- Sept. 2008 to June 2012
- Graduated with GPA of 3.7
- Best Business Idea, FHS Business Week 2012
- Delegate, Finchworth Young Business Leaders' Conference