



# John Webster

Department Manager

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123-456-7890

## Experience

### Manager

March 2019 - Current

Prime Payments

New York, NY

- Led website SEO programs and visitor conversion funnels to generate 300,870 monthly subscriber accounts and \$1.2M in bi-annual revenue.
- Designed, implemented, and optimized retargeting ads focused on primary customer market, improving the visitor-to-paid conversion rate by 74%.

### Junior Manager

August 2016 - April 2019

Teachable

New York, NY

- Spearheaded the move to a paperless system which saves the company \$8,240 annually and frees up 15% of office space previously used for document storage.
- Managed 4 primary content writers, increasing article revision efficiency by 17%.
- Partnered with 7 team members to monitor performance, reducing errors by 53% and increasing productivity by 14%.

### Administrative Assistant

June 2014 - April 2016

BFD Designs

Austin, TX

- Initiated the move to a cloud-based intraoffice network communication system that increased employee efficiency by 7% and aided in cross-department documentation.
- Provided administrative support to an office of 47 employees while maintaining detailed files of client accounts.

## Education

### M.A. Business Administration, MBA

2019 - 2021

New York City College, NY

New York, NY

#### Specialization

- Predictive Analytics for Business Intelligence
- Marketing Management
- Digital Marketing Analysis
- Operations Management
- Managerial Accounting for Decision Making

### B.S. Business / Minor in Business Analytics

2012 - 2016

Texas College University - School of Business

College Town, TX

#### Specialization

- Operations & Digital Business
- Analytical Software
- Analysing and Managing Information
- Information Processing
- Global Strategic Management

## Skills

#### Management Strengths

- Leadership Experience
- Problem Solving
- Budget Management
- Data Visualization
- Oral and Written Communication

#### Software Experience

- Microsoft Office Suites
- Excel/Google Sheets
- Tableau
- Google Analytics
- AirTable
- Quickbooks

#### Programming

- SQL
- Python
- Javascript

#### Operating Systems

- Windows
- Arch Linux