

VAISHNAVIE SURESH

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SUMMARY

Operation manager with expertise in workflow optimization and supply chain management; led logistics for high-profile events resulting in a 10% cost reduction while ensuring successful execution. Achieved a 30% improvement in onboarding speed through effective training programs and streamlined communication between frontline staff and management to enhance customer satisfaction metrics.

SKILLS

Technical Proficiencies: Minitab; GitHub, Microsoft Dynamic 365 (ERP Systems)- SCM Module; JIRA, Tableau, PowerBI; Airtable.

Methodologies: Lean Manufacturing; Six Sigma; DMAIC; PDCA; Total Quality Management (TQM); Value Stream Mapping

Areas of Expertise: Process Improvement; Supply Chain Management; Quality Assurance; Production Planning and Control; Continuous Improvement.

Project Management Frameworks: ERP Systems; Resource Allocation Techniques; Work Breakdown Structure.

PROFESSIONAL EXPERIENCE

Operations Manager | SquareResults | Scottsdale, AZ

Sep 2024 - Present

- Managed budget across departments, reducing operating costs by 11% while improving resource efficiency and maintaining high-quality standards.
- Implemented lean process improvements that reduced production time by 15% and increased team productivity, enhancing overall organizational performance.
- Developed and enforced Standard Operating Procedures (SOPs) to ensure consistent quality assurance, streamline workflows, and improve compliance with company policies.

Associate Operation Analyst | Autonomy Research Center for STEAHM | Northridge, CA

Nov 2023 – May 2024

(NASA-Sponsored Center)

- Spearheaded and executed a comprehensive process optimization initiative, resulting in a 25% reduction in turnaround time for deliverables. This project enhanced team collaboration and overall operational efficiency.
- Devised actionable plans targeting frequent audits of essential machinery through structured maintenance intervals every two weeks; findings concentrated efforts towards fixing critical causes of downtime within the facility's operation framework.
- Managed end-to-end logistics for high-profile events, including catering, venue setup, breakdown, and inventory control. These efforts streamlined processes, reduced costs by 10%, and ensured successful event execution.

Operations Coordinator – Education, Volunteer | Kumon | Los Angeles, CA

Sep 2022 – Feb 2024

- Implemented instructional processes for reading and math across diverse age groups, providing personalized feedback and tailored improvement strategies. This initiative resulted in a 15% improvement in student performance within six months.
- Orchestrated task delegation across five concurrent projects, optimizing filing systems and streamlining data input processes to achieve a 20% reduction in project turnaround time while coordinating ten successful educational events.
- Created individualized learning plans tailored specifically for each new hire's unique strengths; this personal approach enabled every educator achieved measurable growth targets aligned with departmental objectives within two months of joining.

Operations Project Management Analyst Trainee | Brainnest | Bremen, Germany

Jan 2022 – Feb 2022

- Conducted thorough analysis of operational workflows, pinpointing three key factors hindering efficiency; findings facilitated cross-departmental discussions that streamlined processes and optimized resource allocation across the organization.
- Co-ordinated the development of a detailed work breakdown structure and applied both top-down and bottom-up estimation methods. This approach ensured precise planning of project resources, timelines, and budgets, contributing to project alignment and efficiency.
- Diagnosed three primary factors that hindered project progress, implementing actionable solutions which clarified team goals and optimized communication through precise documentation practices within a month of analysis.

Digital Technology & Enterprise Resource Planning (ERP) | General Electric | Virtual Internship

Jun 2020 - Jul 2020

- Created a comprehensive L1 business overview to align project objectives with organizational goals, ensuring strategic clarity and coherence in Digital Technology initiatives.
- Developed detailed process maps to streamline workflow intricacies and optimize resource utilization, resulting in an 11% increase in project delivery speed and enhancing operational efficiency across departments.
- Engaged cross-functional teams in brainstorming sessions leveraging insights from rigorous root cause analyses; resulted in eliminating bottlenecks and optimizing task assignments yielding faster completion timelines by 20%.

EDUCATION

Masters in Science in Engineering/Industrial Management

California State University Northridge, CA, USA

(Subjects: Lean Manufacturing, Supply Chain, Six Sigma, Quality Management, Operation Management & Sustainability)

Bachelor of Technology in Electrical & Electronics Engineering

Rajagiri School of Engineering and Technology, Kerala, India

(Subjects: Power drive, Renewable Energy, sustainable, Power systems, material science, distribution systems, transformers, DC Machines, Analog electronics and circuits, power circuits, induction and synchronous machines, signals and systems)