




Mina Sayed

Inventive Business Manager with 5+years of experience in the manufacturing sector.
Ready collaborator who builds productive partnerships across functional lines. Focused
on finding new ways to enhance business efficiency and cost-effectiveness. Bilingual: 
Fluent in English and Spanish.

Career Highlights

Business Manager

KWN Manufacturing, Inc., New York, NY | September 2017 to Present

- ◆ Coordinate and oversee varied office and business functions in a dynamic setting
- ◆ Introduced communication systems and protocols that enabled better partnership among departments
- ◆ Collaborated with HR on a 6-month initiative to recruit high-potential new staff members for four fast-growing departments
- ◆ Combined efforts helped drive three consecutive years of 30%+ revenue growth, or \$400K+ improvement to company's bottom line

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Education

Bachelor of Science (BS) -
Business
University of Syracuse, Syracuse, NY

Language

- ◆ Fluency in Spanish

Key Skills

- Coachings Mentoring
- Cost Red uction & El i m i n ation
- Cross-Functional Collaboration
- Process Redesign & Improvement
- Productivity & Efficiency Gains
- Reporting & Documentation
- Reven u e & Profi t G row th
- Staff Training & Development
- Talent Recruiting & Staffing