

123 Brown Street, Roanoke, VA,24018 you re mail@example.com (555) 888\*1111

Business management professional with high-level analytic skills and leadership experience, including management of a department of more than 100 employees. Experience in call center operations and workforce management solutions.

## **Education**

Bachelor of Business Administration in Management, GPA 3,9

Radford University, Radford, VA September 2013 - May 2017

## **Key Skills**

- An understanding of financial and budget management
- Business and data analysis
- Kn owledg e of ca LL ce nter operations, including strategic implementation and use of automated systems

## **Professional Experience**

Sales Call Center Manager

Havoc I ncorporated, Christi a ns burg, VA | Ju Ly 2 017- Prese nt

- Oversee daily operation of a large-scale call center
- Implemented automatic processes to bring average speed of answer down by 20%, which also led to an increase in customer satisfaction scores
- Manage hiring and expense budgets
- Lead business analysis efforts to best manage attrition and ensure appropriate staffing for all shifts and high-volume holiday times