

# Lee tech

## Operations Specialist



### Professional Summary

Highly organized and results-oriented Operations Specialist with 5+ years of experience in streamlining processes, improving efficiency, and managing complex projects. Proven ability to analyze operational data, identify bottlenecks, and implement effective solutions that drive business growth and enhance customer satisfaction. Adept at cross-functional collaboration and leveraging technology to optimize workflows.

### Work Experience

**Operations Specialist**  
Innovate Solutions Corp., Austin, TX

February 2022 - Present

- Managed daily operational workflows for a portfolio of 15+ clients, ensuring timely delivery and service excellence.
- Implemented a new inventory management system that reduced stock discrepancies by 20% and improved reporting accuracy.
- Coordinated with sales and product teams to align operational capabilities with strategic business goals.

**Operations Coordinator**  
Nexus Dynamics, Austin, TX

March 2019 - January 2022

- Supported senior operations managers in overseeing logistical processes and supply chain activities.
- Developed and maintained operational documentation, including standard operating procedures and training materials.
- Assisted in data analysis to identify areas for process improvement, contributing to a 10% reduction in operational costs.

**Administrative Assistant**  
Apex Global Services, Austin, TX

August 2017 - February 2019

- Provided comprehensive administrative support to a team of 10 professionals, managing schedules, correspondence, and office resources.
- Organized company events and meetings, ensuring smooth execution and effective communication.
- Managed vendor relationships and purchase orders, ensuring timely procurement of office supplies and services.

### Contact

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### Skills

Process Improvement, Project Coordination, Data Analysis, CRM Software, Supply Chain Management, Microsoft Office Suite, Google Workspace, Stakeholder Communication, Vendor Management, Quality Assurance

### Education

**Bachelor of Business Administration**  
Western Coast University, San Diego, CA  
Graduated: 2017

### Languages

English (Native)  
Spanish (Conversational)