1. Reduced average contract expenses by [Number]% through aggressive negotiations with vendors.
2. Established and administered annual budget with effective controls to prevent overages, minimize burn rate and support sustainability objectives.
3. Implemented policies and standard operating procedures for continuous improvement.
4. Directed day-to-day operations focused on attainment of key business metrics, continuous improvement initiatives and [Number]-member management team with related direct reports.
5. Protected company assets from loss such as theft or damage by setting and enforcing effective security policies.
6. Partnered with vendors and suppliers to effectively manage and budget for over $[Amount] in inventory.
7. Set, enforced and optimized internal policies to maintain efficiency and responsiveness to demands.
8. Evaluated suppliers by assessing quality, timeliness and compliance of deliveries to maintain tight cost controls and maximize business operational efficiency.
9. Developed and implemented daily operations plans such as delivery routes, employee assignments and promotional strategies.
10. Devised, deployed and monitored processes to boost long-term business success and increase profit levels [Number]%.
11. Identified and resolved unauthorized, unsafe or ineffective practices by inspecting production areas regularly.
12. Conducted performance reviews each quarter, offering praise and recommendations for improvement.
13. Strengthened performance metrics tracking and analysis to enhance tactical and strategic company plans.
14. Developed and submitted strategy and initiative reports to highlight current actions and proposed changes to corporate committee.
15. Evaluated upcoming program plans to forecast expected resource needs.
16. Streamlined and enhanced corporate accounting and operations system by initiating key workflows.
17. Provided excellent customer care to maintain and improve customer relations, strengthen loyalty and increase product and service sales.
18. Reviewed financial reports each day and investigated variances with accounting staff to keep records accurate.
19. Documented safety action plans, quality initiatives, and team performance in [Type] system.
20. Investigated and resolved departmental non-conformances, reducing total non-conformance traffic by [Number]%.