1. Established and administered annual budget with effective controls to prevent overages, minimize burn rate and support sustainability objectives.
2. Drove year-over-year business growth while leading operations, strategic vision and long-range planning.
3. Evaluated employee performance on [Timeframe] basis and conveyed constructive feedback to improve skills.
4. Streamlined and monitored quality programs to alleviate overdue compliance activities.
5. Improved staffing during busy periods by creating employee schedules and monitoring call-outs.
6. Directed group of [Number] [Type] associates handling daily and complex requirements of [Type] department.
7. Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.
8. Enhanced [Type] initiatives while managing effective marketing campaigns.
9. Managed quality programs to reduce overdue compliance activities.
10. Performed forecasting to identify necessary changes for supply chain business.
11. Coordinated site investigations, documented issues and escalated to executive teams as needed.
12. Effectively supervised staff of [Number] personnel by implementing company policies, protocols, work rules and disciplinary action.
13. Maintained professional demeanor by staying calm when addressing unhappy or angry customers.
14. Set aggressive targets for employees to drive company success and strengthen motivation.
15. Defined clear targets and objectives and communicated to other team members.
16. Greeted and welcomed new members, establishing and updating memberships to [Company] [Type] programs.
17. Prepared quotes for new products and services and composed budgets.
18. Evaluated existing operations and current market trends to identify necessary improvements and capitalize on changes.
19. Coordinated all companies, business executives and site leadership teams by interacting effectively and establishing communication best practices.
20. Decreased head-count from [Number] to [Number] while driving productivity by [Number]%.