
Assistant Operations Manager Resume

Job Objective

To secure a position with a reputable company in which to exercise my knowledge and training as an Assistant Operations Manager.

Highlights of Qualifications:

- Experience in managing retail store operations and working in a manufacturing environment
 - Operational knowledge of Retail store operations, HR, and Loss Prevention
 - Thorough knowledge of retail management
 - Remarkable ability to train and supervise employees
 - Ability to manage store operations effectively
 - Ability to maintain records and documentation
 - Ability to develop and train workforce, build relationships
 - Exceptional communication skills in both oral and written forms
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Professional Experience:

Assistant Operations Manager

APM Terminals, Seattle, WA

October 2008 – Present

- Provided optimal levels of customer services for clients.
- Hired and trained all applicants in store requirement.
- Evaluated operational reports and ensured compliance to all company policies and procedures.
- Maintained an inventory of supplies and prepared records of various receiving and transfers.
- Monitored work of department managers and ensured adherence of company standards.
- Analyzed store efficiency and productivity and resolved all problems.
- Organized security exits according to safety codes and standards.
- Evaluated store and ensured proper security.

Operations Supervisor

ABM Industries, Inc., Seattle, WA

August 2003 – September 2008

- Supervised efficient working of assembly and finishing department at end of every shift.
- Administered production levels and ensured compliance to all customer requirements.
- Coordinated with production manager and evaluated all production requirements and ensured transition of shifts.
- Evaluated work of all temporary employees.
- Maintained production logs and prepared weekly output reports for same.
- Assisted training administrator in developing various programs.

Operations Coordinator

CEMEX, Seattle, WA

May 1998 – July 2003

- Maintained schedule for production and prioritized work.
 - Analyzed operations and identified risks and provided support for same.
 - Coordinated with regional managers and ensured compliance to all company processes.
 - Performed operational audit and provided assistance to all launch efforts.
 - Ensured compliance to all company procedures and quality assurance.
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Education:

Bachelor's Degree in Project Management

Canada College, Redwood City, CA

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