
Business Continuity Manager Resume

Job Objective

Respected Business Continuity Manager seeks position where my skills would be used for the betterment of the company and its employees.

Highlights of Qualifications:

- Remarkable experience in managing finance of an organization, and business continuity
 - Proficient with Business Continuity Software products (eTeam and Frontline)
 - Familiarity with Business Continuity, Disaster Recovery and Crisis Management methodologies
 - Good understanding of best practice in business continuity and assurance
 - Ability to identify issues in process and resolve it effectively
 - Ability to coordinate with staff and achieve all goals
 - Ability to interact with other non-technical teams
 - Ability to motivate, develop, and direct people
 - Strong teamwork and team building skills
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Professional Experience:

Business Continuity Manager
Polycom, Inc., Charlotte, NC
October 2008 – Present

- Coordinated with various business analysts and observed its impact analysis on business.
- Maintained business framework and established work according to required processes for critical business.
- Provided support to enterprise continuity program and maintained a BR plan assessment process.
- Developed and designed various standards for performing tests on business continuity plans.
- Assisted various business units such as enterprise technology infrastructure, delivery services and ensured its computability with data center applications.
- Monitored working of all continuity issues.

Business Continuity Coordinator
Pathways, Charlotte, NC
August 2003 – September 2008

- Managed effective use of various mailbox groups.
- Developed and maintained business continuity applications and databases.
- Maintained website for department and related documents for programs.
- Prepared a status reports on metrics to be presented to management.
- Performed various audits on business continuity plan.
- Provided support to various business continuity programs.

Business Continuity Professional
Russell Investments, Charlotte, NC
May 1998 – July 2003

- Analyzed process and detailed all critical and time sensitive information.
 - Developed and documented various business continuity plans.
 - Observed systems and recommended various strategies required for recovery implementation.
 - Participated in various infrastructure plans in coordination with other departments.
 - Prepared training and awareness programs for various business partners and documented process.
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Education:

Bachelor's Degree in General Business
Blue Mountain College, Blue Mountain, MS

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