
Business Operations Specialist Resume

Job Objective

To work as a Business Operations Specialist for the right company seeking dependable employees. Looking to use my past skills and experience in the specialist field in order to help the company advance.

Highlights of Qualifications:

- Remarkable experience with project planning
 - Huge knowledge of developing total cost of ownership
 - Deep knowledge of business solution development methodology
 - Familiarity with cost proposal process
 - Amazing ability to research administrative and contractual issues
 - Outstanding ability to coordinate with functional teams
 - Superior communication skills
 - Excellent time management and organizational skills
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Professional Experience:

Business Operations Specialist
Agilysys, Providence, RI
May 2006 – Present

- Evaluated FOB terms and conditions.
- Managed billing of revenue.
- Handled resolving problems and coordinated about risks.
- Corresponded with Internal and External customers.
- Aided continual education and growing demands.

Business Operations Specialist
Citizens Property Insurance, Providence, RI
March 2003 – April 2006

- Coordinated with Business Analysts.
 - Carried out User Acceptance testing.
 - Aided systems production support requests.
 - Corresponded as liaison between technical, design and production teams.
 - Established policies and conducted troubleshooting.
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Education:

Bachelor's Degree in Business Management
Fielding Graduate University, Santa Barbara, CA

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