
Commercial Operations Manager Resume

Job Objective

Seeking a position in which to enhance my career as Commercial Operations Manager by becoming a valued member of your team.

Highlights of Qualifications:

- Experience in managing commercial pharmaceutical activities
 - Deep knowledge of traffic software
 - Profound knowledge of pharmaceutical industry
 - Ability to handle confidential information
 - Ability to negotiate and resolve issues
 - Ability to manage multiple projects
 - Ability to maintain technologies
 - Proficient to analyze all business requirements
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Professional Experience:

Manager – Commercial Operations

General Electric, Helena, MT

October 2008 – Present

- Coordinated with corporate compliance departments for policies.
- Prepared and analyzed ad hoc reports for operations.
- Maintained databases and managed communication for changes.
- Monitored project metrics and ensured compliance to timeframe.
- Prepared draft for operating procedures for commercial operations.
- Analyzed and maintained knowledge on progress of operations.
- Managed all exhibit policies and requests and implemented it.
- Provided support to all commercial activities and projects.

Commercial Operations Specialist

Biogen Idec Inc, Helena, MT

August 2003 – September 2008

- Coordinated with commercial customers and maintained pricing.
- Provided optimal customer services through phone and email.
- Designed and service objectives for order processes.
- Determined appropriate business rules and managed incoming orders.
- Assisted to validate production files and ensured readiness.
- Assembles and modified all commercial activities.

Coordinator – Commercial Operations

Dedicated Logistics, Inc., Helena, MT

May 1998 – July 2003

- Maintained accuracy in interpretation of agency instructions.
 - Managed communication with agency contacts and line sales team.
 - Prepared accurate account files and commercial reports.
 - Monitored fax management system and assigned accounts as required.
 - Prepared and update all logs and facilitated changes to reports.
 - Coordinated with co-workers and performed activities.
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Education:

Bachelor's Degree in Business Administration

Concordia College, Bronxville, NY

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