
Operations Administrator Resume

Job Objective

Career minded Operations Administrator seeking position with reputable organization in which my training can help improve the development of the organization.

Highlights of Qualifications:

- Remarkable experience in small company office and manufacturing operations
 - Huge knowledge of project management and process improvement
 - Deep knowledge of financial and staff management
 - Familiarity with Microsoft products
 - Amazing ability to maintain professional approach
 - Excellent customer relations and interpersonal skills
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Professional Experience:

Operations Administrator
Ethan Allen Global Inc., Columbus, OH
November 2007 – Present

- Imparted support through Tier 2.
- Reviewed system backups and assured TSM backups are successfully completed.
- Executed operational support functions.
- Formulated sales orders, item masters and routings.
- Carried out Shipping and Receiving functions.
- Managed materials purchase and headed special projects.

Operations Administrator
Hewitt Consulting, Columbus, OH
December 2003 – October 2007

- Handled allocation of staff resources.
 - Administered human resources functions.
 - Coordinated on financial aspects of clinical program.
 - Corresponded with Medical Director and Executive Director.
 - Collaborated in statewide committees.
 - Formulated budget variance report and site report.
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Education:

Bachelor's Degree in Business Management
Grove City College, Grove City, PA

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