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# OPERATIONS ASSISTANT RESUME

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## Objective:

To obtain an Operations Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

## Summary of Skills:

- Remarkable experience in organizing office operations
- Sound knowledge working with marketing department
- Professional in attitude, demeanor, and dress
- Excellent intrapersonal and management skills

## Work Experience:

Operations Assistant  
Leisure Care, Grand Rapids, MI  
August 2005 to till date

- Organized office operations and procedures with appropriate correspondence.
- Facilitated management to design and implement office policies.
- Coordinated with the management in maintaining office staff.
- Ensured implementing production, productivity, quality, and customer-service standards.
- Resolved problems, completed audits, identified trends, determined system improvements, implemented change.

Operations Assistant  
Advocate Health Care, Grand Rapids, MI  
May 2000 to July 2005

- Assisted with special projects as needed and ensured tracking and follow up of assigned projects.
- Coordinated supplies and inventory for travel brands on and off site.
- Supported the Operations Department by completing general filing and administrative work.
- Prepared weekly and end of season status reports as necessary to achieve operational objectives.

## Education:

Associate degrees in Office Administration  
Duke University, Durham, NC

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