
Operations Consultant Resume

Job Objective

To obtain an Operations Consultant position and utilize my experience and skills for the successful completion of each job task.

Areas of Excellence:

- Remarkable experience in Financial Services industry
 - Huge knowledge of regulatory compliance
 - Deep knowledge of MS Office
 - Familiarity with Complaint Resolution Management software
 - Ability to speak effectively on phone
 - Ability to read and analyze reports
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Professional Experience:

Operations Consultant

Wind, Cypress, CA, August 2005 – Present

- Formulated business decisions and imparted confidential project support.
- Outlined overseas deployment assignments.
- Established and maintained several Share point portals.
- Drafted weekly status reports.
- Handled expense reports and labor hours.

Operations Consultant

Motex, Inc., Cypress, CA, May 2000 – July 2005

- Managed inventory for computers.
 - Regulated deployment documents.
 - Recognized Objects, Actions and Events.
 - Established Objectives and Strategies.
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Education:

Bachelor's Business Administration

McNeese State University, Louisiana, LA

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