
OPERATIONS DIRECTOR RESUME

Summary:

An exceptional professional who has experience in handling supervision and handling management of operations of the company; excellent organizational, strategic, administrative and business development skills essential in bringing the company to greater heights in terms of sales and marketing; monitors the overall administrative, sales and operations of the company, including logistics and systems technical infrastructure efficiency and control; effective communication skills; innate ability to develop employees to be more productive and properly trained; excellent organizational and time management skills.

Professional Experience:

Operations Director January 2007 – Present
Jackson & Sons Services Inc., New York

Responsibilities:

Developed new programs and strategies for production operations of the company.
Conducted budget control and reduced costs of company to increase monthly revenue.
Coordinated production with the logistics to ensure stock inventory are aligned and deliveries are scheduled on time.
Reviewed the operations of the company and established new standards to optimize quality of products.
Increased the schedule of production to ensure efficiency of products in the market.

Associate Operations Director May 2004 – December 2006
New Swiss Development Corp., New York

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- Developed new programs and strategies for production operations of the company.
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Associate Operations Director May 2004 – December 2006
New Swiss Development Corp., New York

Education:

Masters Degree in Finance
University of New York, 1995
Bachelor of Science in Business Management
University of New York, 1993

Skills/Certifications:

- Strong leadership and teamwork attributes
- Excellent time management skills
- Proficient in computer skills
- Ability in supervisory principles and techniques
- Excellent organizational skills

Associations/Organizations:

American Economics Society, Member
New York Economics Association, Member

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