MARK ADAMS

Operations Manager

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email@example.com City, State Abbreviation ZIP code

SUMMARY



Process-driven operations manager with over five years of experience in the health care industry, specializing in process optimization, strategic planning, and facility management. Expert in large-scale operations, medical facilities, and staff development. MBA with a focus on operations management.

# EDUCATION PROFESSIONAL EXPERIENCE

**Master of Business Administration** Ohio State University, Columbus, OH August 2017 – May 2020

**Operations Manager, Chippenham Hospital, Richmond, VA**

June 2021 – present

# TECHNICAL SKILLS

 Spearheaded a strategic initiative to optimize inventory management, resulting in a 31% decrease in expired products



 Financial forecasting

 Inventory management Oracle

 Project management platforms, including Trello and Asana

 Six Sigma

## Manager, Medical Billing Management, Richmond, VA

August 2020 – May 2021

 Led integration of a new records system across all departments, resulting in a 20% decrease in data-entry hours



# PROFESSIONAL SKILLS

 Interdepartmental collaboration  Leadership skills

 Process optimization  Risk mitigation

 Time management

# CERTIFICATIONS

 Black Belt, Six Sigma, 2022