Rachel Smith

Inventive ***Senior Operations Leader*** with 7+ years of advancement and experience.

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|  | Contact (555) 123-1234  Charleston, SC 98765  rachel@example.com  www.linkedin.com/example |  | Profile Skilled at paring back costs, streamlining processes, and driving strategic growth in competitive markets. Focused on finding new ways to hire, train, and motivate successful staff members. Recent highlights include creating employee resources that helped raise new hire retention by 15%. |
|  | EducationBachelor of Business Administration (BBA)Roanoke College, Roanoke, VACertificationProject Management Professional (PMP),Project Management InstituteKey Skills Business Needs Assessment | Complex Problem-Solving | Conflict Resolution | Cost Reduction & Elimination | Data Gathering & Analysis | Efficiency Improvement | New Employee Onboarding | Procedure Development | Process Streamlining | Reporting & Documentation | Six Sigma Methodology | Staff Training & Development | Stakeholder Relations | Talent Hiring & Retention | Team Leadership & Motivation | Vendor Negotiations |  | ExperienceSenior Operations Manager • August 2020 to PresentUVW Incorporated • Charleston, SC Appointed to oversee 15 direct and 40 indirect reports. Control and execute a $4M budget. Help continually define and hone core business strategy. Report directly to CEO and COO.   * Streamlined weekly reporting system, raising efficiency 20% with no loss in data accuracy. * Cut yearly costs $40K by setting a more strategic, consistent schedule for ordering product materials. * Introduced onboarding processes and communication checkpoints that helped improve new hire retention by 15%.  Operations Manager • January 2016 to August 2020ABC Associates • Charleston,SC Hired to supervise a 20-member team while reporting to VP of Operations. Charged with updating systems to form a more cost-effective and customer-focused organization.   * Expanded training program to cover more products and client demographics, helping team grow customer base by 15% in 3 years. * Instituted client follow-up procedures that decreased common complaints by 30%. * Negotiated new vendor contracts, reducing related expenses by 9%.  Prior Experience Highlight Gained strong foundation in work scheduling and team leadership as a Call Center Manager for EFG Incorporated. |