



JORDAN LEE

Operations Analyst

(206) 555-0184

your.name@gmail.com

Seattle, WA

linkedin.com/your-name

Results-driven operations and project management professional with 6+ years of experience leading cross-functional initiatives, improving workflows, and supporting business growth across technology and consumer services sectors. Strong background in stakeholder communication, data reporting, and process optimization with a track record of delivering measurable outcomes

PROFESSIONAL EXPERIENCE

Senior Operations Analyst

NovaBridge Solutions | Seattle, WA | 20XX – Present

- Led implementation of a new internal workflow system that reduced manual processing time by 28%
- Built monthly KPI dashboards for leadership, improving visibility into sales and service performance
- Coordinated cross-functional projects involving finance, sales, and customer support teams
- Managed vendor relationships and contract renewals valued at over \$250K annually
- Trained 12 new hires on reporting tools, internal systems, and operating procedures

Business Operations Specialist

Harbor Peak Group | Portland, OR | 20XX – 20XX

- Redesigned scheduling and resource planning process, increasing team utilization by 18%
- Created automated Excel reports that saved approximately 10 hours of manual work each week
- Supported launch of two regional service locations by managing logistics and onboarding plans
- Prepared executive presentations summarizing quarterly trends, risks, and opportunities
- Maintained CRM data accuracy above 97% through regular audits and process controls

EDUCATION

Bachelor of Business Administration

University of Washington | Seattle, WA | 20XX – 20XX

SKILLS

Project Management

Process improvement

Data analysis

Stakeholder Management

Budget tracking

Vendor Coordination

CRM Systems

Excel