



Phone

(206) 555-0184

Address

Seattle, WA

Email

your.name@gmail.com

LinkedIn

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

- NovaBridge Solutions – Seattle, WA

Senior Operations Analyst

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
- Harbor Peak Group – Portland, OR

Business Operations Specialist

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

- University of Washington – Seattle, WA

Bachelor of Business Administration

20XX – 20XX

SKILLS

- Project Management
 - Stakeholder management
- Process improvement
 - Budget tracking
- Data analysis
 - Vendor coordination