

# Your Name

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City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

## Profile

- An accomplished operations manager with extensive experience at major consulting firms such as Accenture and Deloitte, offering proficiency in strategic planning, team management, and operational efficiency. Academic foundation includes a Bachelor's degree in Business Management from Stanford University, an MBA from Harvard Business School, and a Master's in Project Management from Northwestern University.

Holder of Project Management Professional (PMP), Certified Supply Chain Professional (CSCP), and Certified in Production and Inventory Management (CPIM) credentials, with a proven track record in executing cross-functional projects, boosting team productivity, and elevating operational efficiency.

## Education

- Master of Business Administration (MBA) | HARVARD BUSINESS SCHOOL, Boston, MA | January 2016 – June 2017
- Master of Science in Project Management | NORTHWESTERN UNIVERSITY, Evanston, IL | September 2014 – December 2015
- Bachelor of Science in Business Management | STANFORD UNIVERSITY, Stanford, CA | September 2008 – May 2012

## Certifications

- Project Management Professional (PMP), Project Management Institute (PMI), April 2017
- Certified Supply Chain Professional (CSCP), The Association for Supply Chain Management (ASCM), February 2016

## Key Skills

- Budget management
- Operational strategy
- Project management
- Staff development

## Professional Experience

### **OPERATIONS MANAGER | DELOITTE, BOSTON, MA | JUNE 2019 - PRESENT**

- Steered operational efficiency by optimizing processes, controlling inventories, and managing logistical matters; managed to reduce operational costs by 15%
- Directly responsible for management and development of a team consisting of over 30 staff; significantly improved team productivity and reduced staff turnover by 20%
- Contributed significantly to the strategic planning and implementation of operational goals, resulting in a 25% increase in overall operational efficiency

### **SENIOR PROJECT COORDINATOR | ACCENTURE, CHICAGO, IL | DECEMBER 2015 - MAY 2019**

- Successfully led a team of project managers responsible for the delivery of cross-functional projects, resulting in an average on-time completion rate of 95%
- Managed all aspects of project lifecycle, from conceptualization and initiation through execution, monitoring, and closing, for projects up to \$5 million
- Developed and implemented new process for project documentation, leading to a 30% improvement in reporting accuracy