



SKYLER THOMPSON

Director of Operations

CONTACT



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email@example.com



San Francisco, CA 12345



LinkedIn

KEY SKILLS

- Cost reduction and elimination
- Process redesign and improvement
- Team leadership and motivation

EDUCATION

MBA
HARVARD BUSINESS SCHOOL,
Boston, MA

Bachelor of Science in
Business Administration
UNIVERSITY OF CALIFORNIA,
Berkeley, CA

Master's Degree in
Operations Management
MASSACHUSETTS INSTITUTE OF
TECHNOLOGY, Cambridge, MA

ABOUT ME

A seasoned director of operations with a strong background in strategic planning, leadership, and financial management. Proven track record in improving operational efficiency, managing large budgets, and leading high-performing teams at top consulting firms such as Accenture and Deloitte.

PROFESSIONAL EXPERIENCE

Operations Manager | June 2015 - Present

Accenture, San Francisco, CA

- Led a team of over 20 employees, improving operational efficiency by 30% through the implementation of new strategies and procedures
- Managed an operational budget of over \$5 million, staying within budget each fiscal year and making strategic recommendations for future allocations
- Played a key role in strategic planning and execution, resulting in a 25% increase in company productivity

Assistant Operations Manager | May 2012 - May 2015

Deloitte, Boston, MA

- Utilized procurement software to prepare, review, submit, and receive purchase orders for the School of Undergraduate Advising
- Carried out cost-effective supply management strategies, reducing office supply costs by \$5,000 in the second year
- Coordinated travel arrangements and prepared reimbursement vouchers for staff

PROFESSIONAL DEVELOPMENT

- Certified in Production and Inventory Management (CPIM), Association for Supply Chain Management (ASCM)
- Certified Supply Chain Professional (CSCP), Association for Supply Chain Management (ASCM)
- Project Management Professional (PMP), Project Management Institute (PMI)