







SKYLER THOMPSON

Business Operations Manager

A highly skilled business operations manager with a strong educational background, including an MBA from Harvard Business School and an MS in operations management from Massachusetts Institute of Technology. Proven experience in overseeing daily operations, developing operational policies, and analyzing business performance data at top-tier firms such as Bain & Company and PricewaterhouseCoopers.

CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn
-  San Francisco, CA 12345

KEY SKILLS

- Financial analysis
- Project management
- Strategic planning
- Team leadership

EDUCATION

MBA
Harvard Business School, Boston, MA

BS in Business Administration
University of California, Berkeley, CA

MS in Operations Management
Massachusetts Institute of Technology,
Cambridge, MA

PROFESSIONAL EXPERIENCE

Business Operations Manager | Bain & Company
Boston, MA | June 2017 to present

- Overseeing the daily operations of the business and ensuring all departments are functioning efficiently
- Developing and implementing operational policies and procedures to improve business efficiency and productivity
- Analyzing business performance data to identify areas for improvement and implementing strategies to address these areas

Project Manager | PricewaterhouseCoopers
San Francisco, CA | May 2015 to June 2017

- Managed multiple high-stakes projects, ensuring they were completed on time and within budget
- Conducted financial analysis to assess project profitability and identify areas for cost reduction
- Led a team of professionals, fostering a collaborative environment and promoting professional development

PROFESSIONAL DEVELOPMENT

- PMP, Project Management Institute (PMI)
- Certified Business Analysis Professional (CBAP), International Institute of Business Analysis (IIBA)
- Certified Manager of Quality/Organizational Excellence (CMQ/OE), American Society for Quality (ASQ)