

Elizabeth Garcia

Operations Manager

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. Hold a PMP, CSCP, and CPIM credentials, with a proven track record in executing cross-functional projects, boosting team productivity, and elevating operational efficiency.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST, 12345

EDUCATION

June 2017 – Present | Master of Business Administration (MBA)

Harvard Business School,
Boston, MA

December 2015 | M.S. in Project Management

Northwestern University,
Evanston, IL

May 2012 | B.S. in Business Management

Stanford University, Stanford, CA

PROFESSIONAL EXPERIENCE

Operations Manager | Deloitte | Boston, MA

June 2019 – Present

- Steered operational efficiency by optimizing processes, controlling inventories, and managing logistics; reduced operational costs by 15%.
- Managed and developed a team of 30+ staff, improving productivity and reducing turnover by 20%.
- Contributed to strategic planning and achieved a 25% increase in operational efficiency across multiple business units.

Senior Project Coordinator | Accenture | Chicago, IL

December 2016 – May 2019

- Led a project management team delivering cross-functional initiatives with a 95% on-time completion rate.
- Managed full project lifecycles (up to \$5M budgets), improving documentation accuracy by 30%.

KEY SKILLS

- Budget Management
- Operational Strategy
- Project Management

- Staff Development
- Strategic Planning