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# Skyler Thompson

## Business Operations Manager

I am a highly skilled business operations manager with an MBA from Harvard Business School, a BS in Business Administration from UC Berkeley, and an MS in Operations Management from MIT. I excel at overseeing daily operations, implementing efficiency policies, and analyzing performance data to drive operational improvements.

## CONTACT



(123) 456-7890



email@example.com



LinkedIn



San Francisco, CA 12345

## EDUCATION

- MBA

Harvard Business School, Boston,  
MA – Graduated May 2015

- BS in Business Administration

University of California, Berkeley,  
CA – Graduated May 2011

- MS in Operations Management

Massachusetts Institute of  
Technology, Cambridge, MA –  
Graduated May 2013

## KEY SKILLS

- Financial Analysis
- Project Management
- Strategic Planning
- Team Leadership

## PROFESSIONAL EXPERIENCE

**Business Operations Manager** | Bain & Company, Boston, MA  
June 2017 - Present

- Oversaw daily operations to ensure efficiency across departments.
- Implemented policies that improved productivity and reduced costs.
- Analyzed performance data to identify and address inefficiencies.

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

- Managed multiple high-stakes projects with on-time and on-budget delivery.
- Conducted financial analyses that improved project profitability by 25%.
- Led cross-functional teams to streamline operations and communication.

## PROFESSIONAL DEVELOPMENT

- PMP, Project Management Institute
- CBAP, International Institute of Business Analysis
- CMQ/OE, American Society for Quality