

# FIRSTNAME I. LASTNAME

[firstname.lastname.2018@gmail.com](mailto:firstname.lastname.2018@gmail.com)

Address - City - State - Zip Code

(212) 555-1212

## GENERAL & OPERATIONS MANAGER

---

COO • Operations Director • VP, Ops & Admin • Country Manager  
Business Development • Revenue Generation • Strategic Planning • Relationship Management  
Led Business Growth • Increased Productivity • Reduced Costs • Effective Recruiter  
Team Leadership Award 2018 • 3x Employee of the Year • Promoted Early • Public Speaker

## WORK EXPERIENCE

---

**Company Name, Inc.,** New York, NY

**Jan 2015 - present**

**Chief Operating Officer**

*Contract Manufacturer in Food Service Industry*

- Increased productivity by xx% after taking over supply...
- Delivered 3 new distribution centres on budget...
- Improved results for delivery success goals by xx%...
- Optimized sourcing strategies resulting in 8 new manufacturing...
- Orchestrated savings of \$xxM across operations, maintenance...
- Reduced defects by over xx% by implementing large-scale...
- Generated a xx% on-time performance increase by streamlining...
- Exceeded market share goal by x points through reduction of...

**Prior Company, Inc.,** New York, NY

**Jan 2011 - Jan 2015**

**General & Operations Manager**

*Global Manufacturer and Distributor*

- Increased profitability by over \$xxM annually by implementing...
- Delivered new technologies to reduce associate headcount by 6, adding...
- Reduced the closing cycle time to xx days by overseeing analysis of...
- Saved 3 data centers from a redesign valued at \$xxM by identifying...
- Decreased technical and operational costs by xx% by creating strategies...
- Exceeded xx% revenue growth by developing and executing...
- Orchestrated \$xxx in annual cost savings by promoting...
- Advanced net income by more than xxx% by overseeing...

**Prior Company, Inc.,** New York, NY

2004 - 2011

*Oversight and Strategic Product Management*

**General & Operations Manager**

**Jan 2010 - Jan 2011**

- Achieved record rise of xxx% in customer satisfaction scores by...
- Exceeded organizational goal of xx% efficiency rise by implementing...
- Contributed to a budgetary saving of \$xxM through the acquisition...
- Expanded role to supervision of 5 critical distribution locations...

**Product Manager**

**Jan 2004 - Jan 2010**

*Promoted From Product Manager to General & Operations Manager*

- Introduced a streamlined marketing team showing a rise of xx%...
- Generated backlinking strategies to see an increase of xx% in...
- Produced a pricing strategy that saw a xx% rise in increased...
- Implemented tracking system to see a decrease of xx% in late and...

**Prior Company, Inc.,** New York, NY

**Jan 2001 - Jan 2004**

**Product Manager**

*Strategic Product Management*

- Increased operational efficiency by xx% by implementing ordering...
- Reduced customer complaints and increased sales by xx% by restructuring...

## **EDUCATION**

**Grad School University Name**

**2001**

**Master's in Precisely Specific Degree**

- Winner of award, distinction or honor
- Winner of award, distinction or honor

**Undergraduate College or University Name**

**1999**

**BS/BA in Precisely Specific Degree**

- Winner of award, distinction or honor

## **OPTIONAL PERSONAL, PATENTS, AWARDS, TECHNOLOGIES, KEYWORDS**

---

Team Leadership Award 2018, Certified Manager (CM), Conflict Management Certified (CCM), 3x Employee of the Year (2018, 2016, 2014), Process Improvement Category 2015, JustFood ERP, NetSuite, Prosmart, IQMS ERP Software, Integrify, Deskera ERP Software, Risk Mitigation, Research & Development, Profit & Loss, Lean Manufacturing, JIT, TQM, Purchasing & Supply Chain Management, Change Agent, Production Cultivation, Production Harvest, XtraCHEF, Parsley, FiiX, ProLease Maintenance, SiteDocs

*Firstname I. Lastname*