

JORDAN EXAMPLE P13
CASEIDP13

jordan.p13@example.com | +1 202 555 0199 | linkedin.com/in/jordan.p13

Professional Summary

Operations specialist with experience improving complex processes and delivering accurate reports

Work Experience

Operations Coordinator, Example Company

- Led regional operations work across client projects and delivered measurable improvements each quarter.
- Increased delivery reliability by many after redesigning the reporting process for analysis, reporting, scheduling, supplier management
- Reduced manual reconciliation effort by many while improving revenue for colleagues.
- Managed many supplier and client records across several business divisions and marketing work and collaborated with cross functional teams
- Launched many workflow improvements and trained colleagues on quality checks and reporting.

- Improved customer satisfaction by many through better communication
- Delivered many stakeholder presentations and negotiated contracts

Developed board reporting for many stakeholders across operations and sales

- Coordinated many project milestones while maintaining consistent documentation

Automated many recurring reports and improved shared access to reliable data

Education

BA Business Administration, Example Institute

Skills

Excel, data analysis, reporting, scheduling, supplier management

Additional Projects

Developed and marketed new products and services