

Alex Jordan

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SUMMARY

Resourceful professional with over 8 years of diverse experience across project management, business analysis, and team leadership. Adept at navigating career transitions and delivering results in dynamic environments. Seeking to leverage cross-functional skills for a career movement into operations management.

KEY SKILLS

Project Management
Process Improvement
Team Leadership
Stakeholder Engagement
Change Management
Data Analysis
Strategic Planning

RELEVANT EXPERIENCE

Project Leadership

- Led cross-departmental teams to execute 10+ projects, improving efficiency by 20% on average.
- Directed project lifecycles from planning to completion, ensuring on-time delivery and adherence to scope.

Process Optimization

- Analyzed workflows and implemented new procedures, reducing operational bottlenecks in multiple teams.
- Facilitated training sessions to promote best practices and optimize team performance.

Business Analytics & Reporting

- Developed data-driven reports to inform strategic decisions for senior leadership.
- Utilized spreadsheet and visualization tools to identify trends and guide process improvements.

Change Management & Communication

- Coordinated communication between technical and non-technical stakeholders during business transitions.
- Supported organizational change initiatives, enhancing team adaptability and morale.

SELECTED WORK HISTORY

- **Business Analyst** — ABC Corp, 2019–Present
- **Project Coordinator** — XYZ Group, 2015–2019

EDUCATION & CERTIFICATIONS

- B.A. in Business Administration, State University
- Certified Project Management Professional (PMP)