

Alex Morgan

Business Operations Manager

alex.morgan@email.com

(123) 456-7890

New York, NY

linkedin.com/in/alexmorgan

PROFESSIONAL SUMMARY

Results-driven Management Professional with over 10 years of experience leading cross-functional teams and driving operational excellence in fast-paced business environments.

Proven track record in strategic planning, process improvement, and team leadership to achieve organizational goals.

PROFESSIONAL EXPERIENCE

Operations Manager

ABC Corp

2018 – Present

Oversaw daily operations of a 100-person department, optimizing processes and leading initiatives that resulted in a 20% increase in productivity. Managed cross-functional teams and facilitated continuous improvement projects.

Project Manager

Global Enterprises

2014 – 2018

Led multiple high-profile projects with budgets exceeding \$2M, delivering on-time and within scope. Implemented new project management methodologies that improved team performance and client satisfaction rates.

EDUCATION

MBA, Management

Columbia University

2012 – 2014

B.S. in Business Administration

University of California

2008 – 2012

KEY SKILLS

Strategic Planning

Team Leadership

Process Improvement

Budget Management

Data Analysis

Stakeholder Engagement

Change Management