

[Your Name]

[Address] | [City, State, ZIP] | [Phone Number] | [Email Address]
[LinkedIn] | [Website - optional]

PROFESSIONAL SUMMARY

[Brief summary of your experience, core skills, and achievements as an operations manager. 2-4 concise sentences.]

PROFESSIONAL EXPERIENCE

Operations Manager

[Company Name], [Location]
[Month, Year] – [Month, Year / Present]
• [Responsibility or achievement #1]
• [Responsibility or achievement #2]
• [Responsibility or achievement #3]

[Previous Role Title]

[Previous Company Name], [Location]
[Month, Year] – [Month, Year]
• [Responsibility or achievement #1]
• [Responsibility or achievement #2]

EDUCATION

[Degree/Qualification]
[University Name], [Location] – [Year]

[Additional Certification or Training]
[Institution Name] – [Year]

KEY SKILLS

- [Skill #1]
- [Skill #2]
- [Skill #3]
- [Skill #4]
- [Skill #5]

ACHIEVEMENTS

- [Achievement #1]
- [Achievement #2]

REFERENCES

Available upon request.