

Alexandra Morgan

Management Executive

alexandra.morgan@email.com +1 (555) 123-4567 LinkedIn: linkedin.com/in/alexmorgan New York, NY

PROFESSIONAL SUMMARY

Energetic and detail-oriented management professional with 12+ years of experience in leading cross-functional teams, spearheading organizational change, and driving business growth. Proven ability to develop strategies, manage budgets, and deliver results in fast-paced environments.

PROFESSIONAL EXPERIENCE

Senior Operations Manager 2019 – Present

BrightFuture Solutions, New York, NY

- Oversaw daily operations for a team of 30+ across multiple departments, resulting in a 20% increase in productivity.
- Developed and implemented process improvements that reduced costs by 15% annually.
- Led company-wide performance management program, improving employee retention by 18%.

Project Manager 2015 – 2019

Global Enterprises Inc., New York, NY

- Managed multi-million-dollar projects from initiation to delivery, ensuring timelines and budgets were met.
- Liaised with stakeholders to define project goals and deliverables.
- Coordinated cross-functional teams of 10+ and achieved a 98% on-time project completion rate.

EDUCATION

MBA, Management 2013 – 2015

Columbia Business School, NY

B.A., Business Administration 2009 – 2013

University of California, Berkeley

KEY SKILLS

Strategic Planning

Team Leadership

Budget Management

Process Improvement

Project Management

Performance Optimization

Stakeholder Engagement