

Jordan Parker

jordan.parker@email.com | (555) 123-4567 | LinkedIn: linkedin.com/in/jordanparker | City, State

PROFESSIONAL SUMMARY

Experienced project leader and business strategist with 10+ years in corporate management, seeking to transition to software development. Demonstrated success driving operational transformation, cross-functional team collaboration, and process automation. Adept at learning new technologies and passionate about delivering impactful digital solutions.

CORE SKILLS

Project Management
Process Improvement
Communication
Agile Methodology
Python
SQL
Problem Solving

RELEVANT EXPERIENCE

Business Operations Manager
Acme Corporation, City, State
2018 – 2024

- Managed cross-functional teams of up to 12, leading process automation projects that reduced turnaround time by 30%.
- Implemented data-driven decision frameworks using advanced Excel and introductory Python analytics.
- Partnered with IT to pilot cloud-based workflow tools, resulting in increased team productivity.

Senior Project Coordinator
GreenTech Solutions, City, State
2014 – 2018

- Coordinated client-facing innovation projects, collaborating across Sales, Engineering, and Support.
- Launched digital reporting systems to automate routine updates.
- Trained and mentored 6 junior coordinators in process documentation and communication.

TECHNICAL PROJECTS

- Personal Finance Tracker (Python, SQL):** Developed a CLI-based budgeting tool to automate expense tracking and generate custom reports.
- Portfolio Website:** Built a responsive personal website using HTML, CSS, and JavaScript to showcase technical projects and skills.

EDUCATION & CERTIFICATIONS

Certificate in Software Engineering, Tech Bootcamp, 2023
Remote
B.A. in Business Administration, State University, 2013
City, State

