

# **EMMA JOHNSON**

**Junior Corporate Operations Manager** 

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- Los Angeles
- www.qwikresume.com



Training And Development

**Project Coordination** 

Process Improvement Planning

Cross-functional Collaboration

**Negotiation Skills** 

Supply Chain Management



**DIY Projects** 

Crafting

Meditation

Mistory





Innovation



✓ Integrity







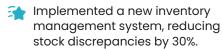


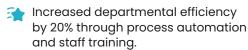
English

Polish

Russian

## ACHIEVEMENTS





## 🔼 PROFESSIONAL SUMMARY

Proactive Junior Corporate Operations Manager with 5 years of experience in enhancing operational workflows and optimizing resource allocation. Adept at collaborating with cross-functional teams, driving process improvements, and implementing strategic initiatives that align with business objectives. Eager to leverage analytical skills and operational expertise to contribute to organizational success.

### WORK EXPERIENCE

#### Junior Corporate Operations Manager

Apr / 2022-Ongoing

🗸 Santa Monica, CA

Seaside Innovations

- 1. Implemented strategic initiatives to improve operational workflows and drive daily operations.
- 2. Collaborated with Human Resources, Marketing, and Logistics to resolve operational challenges and enhance productivity.
- 3. Managed comprehensive budget plans and financial models to ensure alignment with corporate objectives.
- 4. Directed communication strategies to improve stakeholder engagement and operational transparency.
- 5. Oversaw logistics for the closure of store operations on 9 ships, redeploying 150 employees effectively.
- 6. Reduced processing time for damaged merchandise by 75% through an automated approval system.
- 7. Contributed to a 34% revenue increase in key merchandise categories through targeted sales initiatives.

#### **Corporate Operations Manager**

math Apr / 2020-Apr / 2022

#### Lakeside Apparel Co

Thicago, IL

- 1. Coordinated complex scheduling and managed communication flow across departments to streamline operations.
- 2. Trained and managed teams to enhance service delivery and operational efficiency.
- 3. Oversaw the operations of multiple dealerships, improving customer service and sales performance.
- 4. Developed and implemented effective training programs to boost staff performance and morale.
- 5. Managed logistics and operations for customer service contact centers, ensuring compliance with best practices.
- 6. Collaborated with cross-functional teams to drive continuous improvement in service delivery.



#### EDUCATION

#### Bachelor of Business Administration

## Apr / 2018-Apr / 2020

University of Florida

Toronto, ON

Focused on operations management and strategic planning.



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