



# MIA TAYLOR

## Functional Manager

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🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Dedicated Functional Manager with 5 years of experience in enhancing operational efficiency and driving strategic initiatives. Proven track record in leading cross-functional teams to achieve organizational goals and improve service delivery. Committed to fostering a culture of collaboration and continuous improvement to achieve impactful results.

### WORK EXPERIENCE

#### Functional Manager

📅 Feb / 2022-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Led a team of 44 during an organizational transition, ensuring seamless deployment and operational efficiency.
2. Oversaw the reception and deployment of \$12 million in new technology, enhancing operational capabilities.
3. Facilitated the transition of governance in Iraq, enabling local democratic processes.
4. Trained teams on next-generation communication technologies, improving operational readiness.
5. Directed efforts to remove high-value threats, enhancing security protocols.
6. Managed the setup and maintenance of the Trial Master File, ensuring compliance and efficiency.
7. Acted as the main contact for Document Management activities, improving stakeholder communication.

#### Functional Manager

📅 Feb / 2020-Feb / 2022

Lakeside Apparel Co

📍 Chicago, IL

1. Utilized technology for database management and reporting, improving data accuracy.
2. Managed payroll functions, ensuring timely processing and compliance.
3. Provided exceptional customer service, enhancing client satisfaction.
4. Led training initiatives across six call centers, improving service quality.
5. Served as a liaison between training and management, streamlining communication.

### EDUCATION

#### Bachelor of Business Administration

📅 Feb / 2018-Feb / 2020

University of Texas

📍 Chicago, IL

Focused on operational management and strategic planning.

### SKILLS

Time Management



Negotiation Skills



Customer Focus



Financial Acumen



Conflict Resolution



### INTERESTS

★ Surfing

🥋 Martial Arts

👏 Community Service

👥 Blogging

### STRENGTHS

⌚ Patience

🏔 Perseverance

📅 Planning

⚙ Positivity

### LANGUAGES



English



Russian



Dutch

### ACHIEVEMENTS

★ Increased team productivity by 25% through targeted training and process enhancements.

★ Successfully led a project that reduced operational costs by 15% within one year.