



EVELYN WHITE

Information Manager

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Detail-oriented Information Manager with expertise in data analysis, information systems, and project management. Skilled in developing and implementing data strategies that improve operational efficiency and support decision-making. Excellent communicator with a strong ability to collaborate with stakeholders to align information management practices with organizational goals. Committed to leveraging technology to enhance data quality and accessibility.

WORK EXPERIENCE

Information Manager

Seaside Innovations

📅 Apr / 2020-Ongoing

📍 Santa Monica, CA

1. Develop and implement information management strategies to enhance data accessibility.
2. Innovates and improves internal diagnostics to enhance team performance and client experiences.
3. Oversee data governance policies to ensure compliance and data integrity.
4. Coordinate with IT to maintain and upgrade information systems and databases.
5. Creates tools and methods to support applications across various business areas.
6. Leads thorough reviews and assessments to optimize information and data management systems.
7. Researches and implements IT improvements to ensure strong cost-value relationships for the business.

Information Manager

Summit Peak Industries

📅 Apr / 2018-Apr / 2020

📍 Denver, CO

1. Provided weekly updates on organizational health to C-level executives, coordinating efforts with various teams to enhance strategic initiatives.
2. Developed client interface applications using Visual Basic, improving user engagement.
3. Operated a 24/7 command center, analyzing information from global Coast Guard operations for senior executives.
4. Tailored daily briefs for emergency notifications, influencing critical policy decisions.
5. Managed and trained a 60+ person Incident Management Team for effective response to emergencies.
6. Facilitated government responses for significant operations, including drug interdictions and migrant rescues.

SKILLS

Data Governance

Erp Systems

Reporting Tools

Performance Metrics

User Experience Design

Data Analytics

INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

📁 Stewardship

👥 Teamwork

🔑 Tenacity

🔭 Vision

LANGUAGES



English



Swahili



Dutch

ACHIEVEMENTS

- 🌟 Implemented a data quality control system that reduced errors by 30%, enhancing overall data integrity.