

SOPHIA BROWN Junior Operations Manager

- **** (123) 456 7899
- **♀** Los Angeles
- www.qwikresume.com



Safety Protocols

Performance Metrics

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INTERESTS

DIY Projects

% Crafting

O Meditation

m History

STRENGTHS





✓ Integrity

LANGUAGES





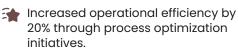


English

Dutch

Russian

ACHIEVEMENTS



Implemented a new inventory management system that reduced costs by 15%.

PROFESSIONAL SUMMARY

Operations professional with 5 years of experience in enhancing operational efficiency and team performance. Expert in process optimization, resource management, and fostering cross-functional collaboration. Passionate about implementing innovative solutions that drive organizational success and improve overall productivity.

WORK EXPERIENCE

Junior Operations Manager

math Apr / 2022-Ongoing

Seaside Innovations

📮 Santa Monica, CA

- Facilitate communication among supervisors to ensure seamless operational flow.
- 2. Develop and oversee weekly timelines for drivers and supervisors to optimize route efficiency.
- Establish weekly revenue collection targets for field agents to enhance cash flow.
- 4. Create servicing schedules that ensure timely maintenance of all operational vehicles.
- 5. Draft Bill of Quantities (BoQ) for various contracts based on project requirements.
- 6. Implement safe disposal methods for industrial waste to comply with environmental regulations.
- 7. Assist in managing landfill operations and initiate waste recycling programs.

Engineer (Technician)

math Apr / 2020-Apr / 2022

Silver Lake Enterprises

■ Seattle, WA

- 1. Supervise construction of key infrastructure projects, ensuring adherence to quality standards.
- Prepare detailed contract documents and scope of work for tendering processes.
- 3. Monitor construction activities to ensure compliance with project specifications.
- 4. Compile weekly and monthly performance reports to track project progress and budget adherence.
- 5. Assess and prepare Bill of Quantities for upcoming contracts related to construction projects.
- Document existing processes and assist in defining improved operational workflows.

EDUCATION

Bachelor of Business Administration

m Apr / 2018-Apr / 2020

University of Florida

耳 Seattle, WA

Focused on operations management and strategic planning.