

796 Any Avenue, City, ST, Zip ,email@verizon.net, 800-555-1212

## **Name**

### **Objective**

Experience is suited for a seasoned self motivated strategic thinking operations executive with strong management and organizational skills.

### **Experience**

3/12/03 to 3/22/09                      Construction                      City, ST  
**CEO / President**

Oversee and managed a commercial construction company that specialized in building local school, institutions, hospitals, sports arenas, office buildings, etc. Responsible for business development, bidding, estimating projects, P&L reports, budget management, ensuring that projects are completed on time and meet and exceed customers expectation while minimizing cost and maximizing efficiencies, lead, motivate, & train a highly effective operation team. Oversee all aspects of a environmental superfund and commercial construction projects ensuring OSHA, DOT, and EPA compliance on hazardous materials and power industrial equipment requirements.

5/15/90 to 3/08/03                      Food Company                      City, ST  
**Operation Manager**

Develop, direct, and coordinate daily operational procedures with the supervisory staff to ensure all purchase orders result in a timely delivery. Analyze employee performance through a computerize evaluation system, training development and consistent policy administration, counseling and guiding employees in a high volume pick/pack food selecting union shop to achieve budget goals, and deliver a high level of customer service. Effectively interface with sales/production department daily scheduling routes and drop shipments to a third party logistic provider and managed the supply chain operation. Work with managers and inventory analyst establishing and maintaining specific inventory levels including safety stock for key customers. Demonstrated analytical, problems solving, and decision making skills with the ability to drive results.

2/14/84 to 2/02/90                      Packing Company                      City, ST  
**Marketing Analysis-Sales**

Set marketing direction to help the development and distribution of new product / service, work with production development team to prioritize release dates, develop pricing and

policy. Closely monitor marketplace competition, launch new products, support trade shows, key account sales and service.

**Education**

City University

City, ST

B.S. Business Management