

FIRST LAST

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Hometown, US 12345
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Extensive background in managing all the aspects of an operational P&L to include sales, operations, logistics, customer service and administration. Results oriented in achieving quality, service, new markets, efficiencies & cost reduction goals/objectives. Ability to grasp new concepts and ideas quickly and develop innovative methods to meet objectives. Sent into many operations/departments as corporation lead person to turn around ailing results and rebuild management teams. Qualified and ready to continue executive level responsibilities.

SUMMARY OF QUALIFICATIONS

- Six Sigma Black Belt with progressive experience in operations, logistics, sales, and customer service
 - Consistent results achieved, over time, relative to quality, service, efficiency and cost objectives
 - Skilled manager, negotiator, communicator, and leader; inspiring work teams to excel
 - Expert process, strategy, organization and problem solving capability through creative and analytical capabilities
 - Ability to generate "out of the box" ideas and concepts to break existing paradigms and improve operations
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|--------------------------------|--------------------------------------|-----------------------------|
| ❖ Inventory Management Control | ❖ Talent Recognition & Development | ❖ Corporate Culture Trainer |
| ❖ Vendor/Customer Negotiations | ❖ Continuous Process Improvement | ❖ Trust Based Leadership |
| ❖ Cost Reduction & Avoidance | ❖ Profit & Loss Leadership | ❖ Executive Acumen |
| ❖ Team Building & Leadership | ❖ Workflow Planning & Prioritization | ❖ Results Accountability |

PROFESSIONAL EXPERIENCE

Company Name

Aug 98 - Present

Assistant Group Vice President

Sep 04 - Present

Responsible to the Group Vice President for the day to day operation of a \$224 million business to business services company with revenues in excess of \$32 million. Act as a resource in operational matters for 18 General Managers. Providing direct, local support, on site, in all sales and profit functions. Travel 60% of the time.

- Recognized as the subject matter expert in strategies to improve profitability in Group locations.
- Certified **Six Sigma Black Belt** responsible for completing corporately directed projects focusing on increasing sales and profit throughout the company.

General Manager

Dec 00 - Sep 04

Responsible for growth, profit and customer satisfaction for a business to business services location with sales in excess of \$12 million and profits in excess of \$2.0 million. Led an organization that consisted of 141 employees, 10 department managers and 7 supervisors.

- Achieved continued growth of 21% and profit of 17% over previous two years. Only location in Southeast Group to achieve new business goals.
- Recognized as the #1 General Manager in the Southeast Group in FY04.

Group Production Director

Aug 98 - Dec 00

Responsible for overseeing the operation of 15 production facilities including: management, customer satisfaction and cost control for the #1 group in the corporation.

- Reduced group's overall material cost to below 15% over 2 years saving 5% under industry standards or approximately \$10 million per year.
- Primary management recruiter for the group; identifying, recruiting and training over 20 department managers in 2 years.

Lieutenant - United States Navy

Jun 93 - Aug 98

Surface Warfare Officer

- As Executive Officer at Naval Reserve Center, Austin, Texas, directed an 18 person staff responsible for training over 500 Naval Reserve personnel in 54 different areas of expertise.
- As the Main Propulsion Assistant onboard USS SPRUANCE (DD 963), directed a 53 person division in the maintenance and operation of \$35 million of propulsion and electric generation and distribution equipment.
- Organized and directed the completion of 112 equipment improvement and maintenance projects over a four-month period, 14 days ahead of schedule and \$200,000 under budget. Evaluated as #1 of 15 officers.

EDUCATION

Bachelor of Science in Business Administration, University of California at Los Angeles - 1993

- Specializing in Production and Operations Management
- NROTC Scholarship