# **operations manager resume sample**

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### **Summary of Qualifications**

* Operations Manager with 12+ years of management experience in manufacturing plants, providing strategic planning and solutions for profitable plant operations, and overseeing daily production activities.
* Utilized SAP enterprise resource planning (ERP) software to increase efficiency of supply chain management, decreasing costs by 23% and boosting production by 13%.
* Orchestrated the use of DMAVD Six Sigma methodology to launch 3 new products, which resulted in profits exceeding expectations by 16%.
* Developed new staff work schedule, increasing productivity by 8% and decreasing employee turnover rate by 19%
* Cultivate work environment committed to continuous improvement (CI), consistently improving efficiency and effectiveness of operations every year

**Skills**

* SAP and Microsoft Dynamics ERP software
* Minitab and Excel data analysis
* Lean/Six Sigma Methodologies
* Sugar CRM Software
* Scheduling and Time Management
* Mentorship

### **Relevant Work Experience**

**Operations Manager**

douglas & company | green river, wy | Aug 2012 – Present

* Manage annual budget in excess of $40 million, approve monthly expenditures, and ensure company resources are optimally allocated amongst 42 different products to maximize profits
* Supervise and coach 4 team managers in the implementation of new manufacturing strategies, improving operations, and exceeding plan quality and productivity goals over 30% of the time
* Employed new machinery and equipment designed to comply with state regulations, reducing the environmental impact of manufacturing processes by 65%
* Analyze production data and use Minitab to adhere to DMAIC roadmap, guaranteeing efficient production of defect-free products

**Team Manager**

douglas & company | green river, wy | June 2007 – Aug 2012

* Led 10-member team in conducting the day-to-day operations of the plant, ensuring smooth manufacturing of products, and facilitating the implementation of 7 new production strategies
* Analyzed production tracking system reports and communicated potential issues to Operations Manager, preventing mechanical, production, and packaging problems from occurring
* Coordinated with Operations Manager to implement Sugar customer relations management (CRM) software, improving relations with current clients
* Used Sugar CRM to facilitate contracts with 4 new suppliers, resulting in decreased production costs of 24%
* Helped train staff in Lean methodologies, reducing waste by 32% over 3 years

**Education & Certifications**

**Pennsylvania State University, State College, PA**

Bachelor of Science in Business Administration, may 2007

**Certifications:** Six Sigma Green Belt (CSSGB)