

NAME

Address: XXXXXXXX, New York, New York 10001 Phone: XXX.XXX.XXXX Email: XXXX@gmail.com

CHIEF OPERATING OFFICER

QUALIFICATIONS PROFILE

Seasoned, goal-oriented, and challenge-driven executive, with proven success in overseeing all aspects of business operations for multimillion-dollar companies. Equipped with hands-on leadership capabilities in establishing high-performing team while managing the integration of tactical acquisitions. Effective at boosting production efficiency by redefining system, technologies, and business processes. Adept at resolving complex operational issues, building strategic cross-enterprise alliances, as well as negotiating and closing business deals.

CORE COMPETENCIES

Profit and Loss Management | Cost Control | Brand Management and Expansion | Process Improvement
Change Management | Organizational Leadership | Revenue Growth Strategies

PROFESSIONAL EXPERIENCE

XXXXXXXXXX, New York, NY

Chief Operating Officer

2010–Present

- Manage human resource activities which include approving plans and activities, selecting directors and other high-level staff, and establishing major departments
- Create and coordinate departmental responsibilities among departments and sites throughout the company
- Conceptualize and implement corrective action plans to promptly resolve organizational problems
- Keenly evaluate performance of the company as well as staff to ensure attainment of objectives and identify areas of potential cost reduction, program improvement, and policy change
- Assume accountability in developing and executing budgetary control and recordkeeping systems, as well as all other administrative control processes
- Monitor the organization's financial and budget activities to guarantee appropriate allocation of operation's fund, while maximizing investments
- Handle the negotiation and approval of contracts with suppliers, distributors, and federal and state agencies

Career Highlights:

- ✓ Supervised overall business activities including business planning, sales strategies, and innovative marketing that boosted annual sales by \$5M
- ✓ Exemplified expertise in enhancing production efficiency by streamlining system, technologies, and business processes
- ✓ Led the formulation and implementation of sales and marketing strategies which strengthened company image
- ✓ Steered efforts in driving continuing operations and increasing returns on investments by creating policies, objectives, and activities of business units.

EARLIER CAREER

XXXXXXXXXX, New York, NY

Area Vice President
Operations Manager

EDUCATION

Bachelor of Science in Business Administration, Minor in Finance • XXXXXXXXXXXX, New York, NY

ACTIVITIES

Volunteer, XXXXXX Organization