

# NAME

XXXXXXXXXX, CONNECTICUT 06883 XXX.XXX.XXXX XXXXXXXXXXXX@GMAIL.COM

## Senior Management Professional

### QUALIFICATIONS PROFILE

Astute and results-driven senior management professional with years of experience in supporting organizational objectives and assisting cross-functional teams to increase customer satisfaction through process improvement. Equipped with expertise in planning and implementing strategies to gain profit outcomes and positive experience for clients. Articulate communicator; bilingual in English and Spanish.

### CORE COMPETENCIES

Personnel Guidance and Team Collaboration	Business Development
Operations Management	Regulatory Compliance
Strategic Planning	Process Improvement

### PROFESSIONAL EXPERIENCE

XXXXXXXXXXXX – WESTON, CT

#### Senior Manager 2014–Present

- Manage a portfolio of complex initiatives that span one or multiple lines of business
- Provide on-site leadership for project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones
- Manage all projects to guarantee alignment of overall project and while supporting the attainment of strategic objectives
- Maintain involvement with establishing practices, templates, policies, tools and partnerships to expand and mature these capabilities for the organization
- Handle the preparation of estimates and detailed project plan for all phases of the project
- Oversee the daily project activities and resources and chairs the project management team meetings
- Drive feasibility studies, vendor selections and proposals for evaluation by appropriate key stakeholders

XXXXXXXXXXXX – WESTON, CT

#### Business Operations Specialist 2010–2014

- Deployed and monitored processes toward long-term business success and increase in profit levels
- Supervised the daily business operations of the company by fostering professional relationships with contacts and clients
- Devised strategies to improve business profit gains and referrals due to excellent customer service

### EDUCATION

#### Master of Science in Business Administration

XXXXXXXXXXXX | WESTON, CT

#### Bachelor of Science in Business Administration

XXXXXXXXXXXX | WESTON, CT

### TECHNICAL ACUMEN

Microsoft Word, Excel, PowerPoint, and Visio)