[Your Name]

[Operations Manager | Process Improvement | Multi-Site Leadership]

[City, State] | [Phone] | [Email] | [LinkedIn URL]

[$X budget managed] • [X people led] • [Headline result, e.g. 18% lower unit cost]

Professional Summary

[Three or four sentences. State your level, the size of the operations you run and the two results you are best known for. Close with the kind of role you want next.]

Core Strengths

[Operations strategy] • [Lean / continuous improvement] • [Budget and P&L] • [Vendor management] • [Team leadership] • [Health and safety] • [ERP systems] • [KPI reporting]

Professional Experience

[Job Title] | [Company Name], [City] [Month Year] – Present

[Scope: team of __ | budget $__ | __ sites | reporting to __]

- **[Result]:** [Lead with your biggest result and its number.]
- **[Process]:** [A process you redesigned and what improved: time, cost, quality or safety.]
- **[People]:** [How you built or developed the team: hiring, training, retention.]
- **[Project]:** [A cross-functional project you led, with dates and outcome.]

[Job Title] | [Company Name], [City] [Month Year] – [Month Year]

[Scope: team of __ | budget $__ | __ sites]

- [Achievement with a measurable result.]
- [Achievement showing growth in responsibility.]
- [Achievement showing a skill the target role needs.]

[Job Title] | [Company Name], [City] [Month Year] – [Month Year]

[Scope: team of __ | budget $__]

- [Keep earlier roles to two or three strong bullets.]
- [Show promotion or expanded scope if it happened.]

Earlier career: [Job Title, Company, Years; Job Title, Company, Years]

Education and Certifications

[Degree, Field of Study] | [University Name] [Year]

- [Professional certification, e.g. a Lean, Six Sigma or project management credential, with year]
- [Leadership or management programme, with year]

Systems and Tools

[List the ERP, planning, analytics and reporting tools you use, separated by commas.]

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