

Mark Robbins

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(555) 123-1234

PROFILE

Experienced operational manager with background in finance. Certified project management professional who brings a wide array of skills to enterprises, including leadership, communication, budgetary and the ability to implement cost-saving measures.

PROFESSIONAL EXPERIENCE

Operations Manager

Pipe, Inc., New Iberia, LA | September 2016-Present

- Lead multiple teams to ensure the efficient management of a 24-hour pipe receiving yard
- Create and manage hiring, expense and marketing budgets
- Work with human resources and department supervisors to hire all personnel and ensure teams are well-run and motivated
- Carried out a multi-stage technical implementation project that saved the company \$500,000 annually in operating costs and waste

Office Manager

Hart & Lamm, LLC, Lafayette, LA | June 2015 - August 2016

- Oversaw administrative staff, including reception and accounts payable
- Managed payroll, business budgets and expense report processes
- Implemented and managed online marketing efforts that saw a 20% increase in conversion rates year over year
- Organized and implemented office management procedures

EDUCATION

Master of Business Administration, Project Management Concentration

University of Louisiana at Lafayette, Lafayette, LA
May 2013 - May 2015

Bachelor of Science in Business Administration, Finance Concentration

University of Louisiana at Lafayette, Lafayette, LA,
September 2009 - May 2013

KEY SKILLS

- Financial management and analysis
- Oral and written communication
- Process and people leadership
- Project management

CERTIFICATIONS

- PMP Certification, May 2015