

COLTON JAMES

Experienced and responsible operations supervisor with 10+ years in operations for packaging companies. Responsible for successfully training over 100 individuals and managing nearly 50 direct reports. Decreased product distribution time by 25%, and created an operations manual distributed to over 200 staff members.

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Richmond, Virginia 12345
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(123)-456-7890

PROFESSIONAL EXPERIENCE

OPERATIONS SUPERVISOR

Handle With Care Packaging,
Alexandria, VA
April 2017 – Present

- Recruit, train, and monitor performances of over 45 direct reports
- Monitor OSHA compliance at warehouse and customer-facing stores
- Manage over payroll for over 80 employees
- Investigate alternative product distribution methods
- Supervise mail-order distribution, resulting in a 25% decrease in customer receipt time

SENIOR OPERATIONS ASSISTANT

Packaging Corporation of America,
Richmond, VA
April 2017 – Present

- Supervised four operations assistants
- Completed packaging quality control assessments weekly
- Updated internal operations documents
- Aided with marketing efforts, both online and in person
- Assisted in the development of a new recruitment program

ADMINISTRATIVE/OPERATIONS ASSISTANT

Craters and Freighters, Richmond, VA
April 2009 – October 2011

- Supported company operations by completing general filling
- Answered calls and took messages when necessary
- Prepared status/goal reports weekly, monthly, and seasonally
- Developed operations procedures manual which was distributed to 200+ people

EDUCATION

Associate of Arts and Sciences in
Business Administration
Central Virginia Community College,
Lynchburg, VA
June 2013

KEY SKILLS

- Interpersonal skills
- Problem solving
- Cost reduction
- Supervising many employees at once
- Project management
- Decision making

CERTIFICATIONS

- Certified Operations Manager - The American Institute for Business Management and Communication, 2014