

Career Highlights

Business Manager

VLK Incorporated, Minneapolis, MN | September 2019 to Present
[Innovative tech startup with 20+ employees and various outside contractors.]

- Coordinate and oversee varied office and business functions in a dynamic setting
- Redesigned and improved processes to expedite weekly and monthly reporting by more than 25%
- Co-developed a simplified, comprehensive filing system that allows assistants to manage incoming and outgoing messages more promptly
- Uncovered and eliminated various process inefficiencies, paring back administrative costs by more than 20%

Office Manager

BZU Incorporated, Minneapolis, MN | July 2018 to August 2019

- Gained strong foundation in customer support and process automation

Education

Associate Degree – Business

Minneapolis Community & Technical College, Minneapolis, MN

Skyler Thompson

123 W 15th Street,
Minneapolis, MN 12345
skyler@example.com
(123) 456-7890

Business Manager with 4+ years of experience in startups and small businesses. Service-oriented professional focused on providing top-quality support to internal and external stakeholders. Highly adaptable to new roles, duties, and industry conditions. Naturally curious and committed to gaining and applying new expertise.

Key Skills

- Coaching & Mentoring
- Cost Reduction & Elimination
- Cross-Functional Collaboration
- Process Redesign & Improvement
- Productivity & Efficiency Gains
- Reporting & Documentation
- Revenue & Profit Growth
- Staff Training & Development
- Talent Recruiting & Staffing