



# Mina Sayed

Inventive Business Manager with 5+ years of experience in the manufacturing sector. Ready collaborator who builds productive partnerships across functional lines. Focused on finding new ways to enhance business efficiency and cost-effectiveness. Bilingual: Fluent in English and Spanish.

## Career Highlights

### Business Manager

KWN Manufacturing, Inc., New York, NY | September 2017 to Present

- Coordinate and oversee varied office and business functions in a dynamic setting
- Introduced communication systems and protocols that enabled better partnership among departments
- Collaborated with HR on a 6-month initiative to recruit high-potential new staff members for four fast-growing departments
- Combined efforts helped drive three consecutive years of 30%+ revenue growth, or \$400K+ improvement to company's bottom line

123 Bedford Avenue,  
New York, NY 12345  
mina@example.com  
(123) 456-7890

## Education

Bachelor of Science (BS) –  
Business  
University of Syracuse, Syracuse, NY

## Language

- Fluency in Spanish

## 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