

# Sarah Johnson

123 Carpenter Street, Philadelphia, PA 12345  
sarah@example.com  
(123) 456-7890

## PROFILE

Business Manager with 7+ years of experience at large corporations. Skilled at training and motivating teams to drive gains in business profit and efficiency. Expertly balance and prioritize various tasks in a matrix environment. Adapt readily to new work challenges and industry conditions. Achievements include launching a popular talent development program that raised team performance by 35%.

## CAREER HIGHLIGHTS

### Business Manager

TXE Corporation, Philadelphia, PA | September 2017 to Present

- Strategically allocate talent and resources to optimize efficiency and cost-effectiveness
- Worked with senior business leaders on change initiatives to form a more collaborative and results-focused work culture
- Introduced staff training and development programs that helped elevate team performance by 35%
- Made weekly meetings more productive by creating a formal procedure for groups to determine and assign next steps on each incomplete project

### General Manager

OYO Organization, Philadelphia, PA | July 2015 to August 2017

- Gained strong foundation in team leadership and strategic resource allocation
- Worked with HR on a new merit-based incentive and compensation program that raised staff retention by 20%

## EDUCATION

### Bachelor's Degree – Business Administration

Temple University,  
Philadelphia, PA

## KEY SKILLS

- Business Needs Assessment
- 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
- Targeted Resource Allocation
- Task Prioritization