**Operations Manager CV – Example**

**CAREER DETAILS**

**Operations Manager, River Tech, Leading Multinational Tech Company, Apr 2012-Date**

**Operations Manager Job Responsibilities**

* Establish and maintain an effective working relationship with more than 20 customers through clear and concise communication of project status
* Ensure that changes in work scope and all identified project issues were properly documented

**Crane & Jenkins, Senior Director Jan 2008-Apr 2012**

* Tracked project status and followed up to secure pending orders
* Supported the outside sales team in terms of customer needs and project follow-up to generate future business prospects, resulting in client increase of 33% over two years

**Crane & Jenkins, Operations Manager – Trainee - Feb 2003-Dec 2007**

* Developed tracking and evaluation systems for maintaining quality standards
* Addressed day-to-day project logistics including trade setup, location assignments and changes in schedules
* Coordinated the purchasing of supplies and/or equipment for the department, which caused a 78% increase in production due to updated equipment

**EDUCATION/PROFESSIONAL QUALIFICATIONS DETAILS**

* Bachelor’s Degree, Central, Management/Business Law August 1998-August 2002
* Project Management Professional, Central (PMP) 1998-August 2002

**LANGUAGES**

* English fluent

**IT SKILLS**

* MS Office
* Prince 2

(Note: Please note the above is a fictional sample for reference only and based on top performing resume details taken from indeed.co.uk. None of the above guarantees a job interview or offer.)