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## **NAME**

### **Headline Section**

Respected Management and Operations Professional | Over \_\_\_\_ years of experience in the industry

### **ABOUT**

(Name) is an experienced business professional and operations aficionado with a demonstrated history of driving revenue and implementing smooth operational procedures in manufacturing, production, import/export, and daily tasks.

(Name) demonstrates varied skill in operations, deriving from experience in project management, lean processes and process improvements, import/export and shipping, production and supply chain management, workflow management, and ISO quality standard implementation. (Name) uses the implementation of creative solutions and work plans as a powerful tool to drive company growth and revenue, granting a significant, perceivable advantage over competitors.

He also possesses refined business management skills, including relationship management, leadership, business strategy, international business, fiscal planning, and decision-making abilities. Working in these areas in practice has granted (Name) the ability to thrive and to channel his intrinsic personability along with his crystal-clear communication abilities. He has used these skills to liaise with many large stakeholders, including managing business partnerships and negotiations with key clients in many locations across the world.

(Name) also demonstrates academic excellence, and has committed himself to being a lifelong learner that is eager to learn new information and skills from any situation that he finds himself in. He holds a Bachelor of \_\_\_\_ degree in \_\_\_\_ from the respected \_\_\_\_ University, and specialized in \_\_\_\_\_. Considering his interest in education, and particularly in the field that he was so rigorously trained in, (Name) is always searching for opportunities to put his education to use.

## EXPERIENCE

(Dates)

General Manager, Company

Company Description. **Job functions include:**

- Report directly to the President of the company.
- Manage a large team of many employees.
- Manage workflow and resolve bottlenecks.
- Decrease inventory and increase inventory turns and productivity.
- Initiate important business strategies with the goal of cost reduction.
- Identify, analyze, and improve production and manufacturing flow by instituting new process improvement solutions.
- Understand customer requirements/needs and offer engineering solutions during the quoting process to achieve customer objectives.
- Lead conflict resolution for customer and suppliers.
- Establish relationships with suppliers locally and overseas.
- Provide support and guidance to team managers.

(Dates)

Operations Manager, Company

Company Description. **Job functions included:**

- Led all day-to-day activities of the Customer Service, Purchasing, Order Entry, Engineering, CAD, and Quality Departments.
- Managed the design team for special requests and new products.
- Managed multiple customer service teams.
- Managed inventory levels according to budget and business plan.
- Coordinated production and shipments with different production units.
- Scheduled, managed, and supervised installations locally and overseas.
- Provided quotes for special products.
- Performed financial cost analysis for company products.

## **EDUCATION**

(INSERT EDUCATION)

## **CERTIFICATIONS**

(INSERT CERTIFICATIONS)

## **SKILLS AND ENDORSEMENTS**

1. Analytical Thinking
2. Critical Thinking
3. Operations
4. Strategy
5. Accuracy
6. Critical Analysis
7. Financial Reporting
8. Attention to Detail
9. Leading Teams
10. Policy Management
11. Communication
12. Technology
13. Process Improvements
14. Strategic Planning
15. Microsoft Office
16. PowerPoint
17. Word
18. Excel
19. Financial Statements
20. Project Management
21. English
22. Hebrew
23. Six Sigma Green Belt
24. Relationship Management
25. Leadership
26. Business Strategy
27. International Business
28. Fiscal Planning
29. Decision Making
30. Team Management

31. Lean Processes
32. Import/Export
33. Shipments
34. Production
35. Supply Chain Management
36. Workflow
37. ISO Quality Standards
38. ISO Quality Standards Implementation
39. Manufacturing
40. Policy Implementation
41. Regulations
42. Customer Relationship Management (CRM)
43. Presentations
44. Supervision
45. Customer Requirements
46. Quality Assurance
47. Engineering
48. Conflict Resolution
49. Business Communication
50. Management

## **ACCOMPLISHMENTS**

### **Courses**

(INSERT COURSES)

### **Awards and Honours**

(INSERT AWARDS/HONOURS)

### **Languages**

(INSERT LANGUAGES)