

Henrietta Mitchell

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Any City, ST

SKILLS

P&L Management
Strategic planning
Client relationships
Operations management

Financial reporting
Business development
Microsoft 365
Google Suite

Team leadership
Communication
Negotiations
Adaptability

PROFESSIONAL EXPERIENCE

Arowwai Industries **Operations Manager**

Oct 2020 - Present

- Collaborate with top management to develop and implement strategic plans to achieve organizational objectives
- Identify opportunities for process optimization and implement changes to enhance efficiency and productivity
- Develop and manage budgets for operational activities, monitoring expenses and ensure adherence to financial targets
- Establish key performance indicators (KPIs) to measure the effectiveness and efficiency of operational processes

Hanover and Tyke **Business Development Manager**

Nov 2018 - Sept 2020

- Conducted market research to identify potential business opportunities and trends
 - Attended industry events, conferences, and networking functions to build relationships and stay informed about industry developments
 - Evaluate potential risks and challenges associated with business opportunities and developed mitigation strategies to address identified risks
 - Prepared and presented business proposals to potential clients, clearly articulating the value proposition and benefits
 - Collaborated with other departments such as marketing, product development, and finance to ensure cohesive and integrated strategies
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EDUCATION

Ginyard International Co.
Graduate Diploma in Business Administration

Ginyard International Co.
Bachelor of Business (Honours)

Wardiere Inc.
Graduate Certificate in Human Resource Management
