

**JUDITH HILL**  
**BUSINESS**  
**OPERATIONS**  
**MANAGER**

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**PERSONAL SUMMARY**

An experienced Business Operations Manager who has an open, honest and direct style of running things. Judith is someone who has highly developed interpersonal, motivational and influencing skills, and who has strong experience of managing a variety of operational businesses. She has the skills needed to make an immediate and sustainable difference to a business, and has a long track record of successfully renewing existing partnerships, optimizing deals and up-scaling potential opportunities. Right now she is looking for an opportunity to develop her career within a successful and progressive business.

**AREAS OF EXPERTISE**

- Change orientation
- Advertising
- Marketing
- Media relations
- Competitor analysis
- Events & Roadshows
- Commercial acumen
- Project management
- Developing ideas

**CAREER HISTORY**

Business Operations Manager 2009 - Present  
MARKETING COMPANY

Responsible for the daily running a department that includes over 40 staff, and an annual budget of £1 million pounds. Also in charge of ensuring all processes run smoothly and that the whole of the team pull together and in the same direction.

**Duties**

- Identifying and implementing improvements within the various processes.
- Maintaining a clean, tidy and organised work environment for all.
- Establishing operational policies for various company departments.
- Promoting and upholding company performance standards and ideology.
- Producing monthly and quarterly reports on expenditure.
- Improving working conditions for both internal teams and 3rd parties.
- Liaising with Local Authority managers.
- Raising the company's profile within the market place.
- Working alongside communication teams in the UK and across Europe.

Trainee Manager 2008 - 2009  
INSURANCE BROKERS

Supervisor 2006 - 2008  
KITCHEN MANUFACTURERS

**KEY SKILLS**

- Capable of recruiting, training, coaching and motivating talent.
- Ability to influence others and to project clear messages with credibility.
- Motivating staff and driving a culture of health and safety and continuous improvement.
- Scoping, planning and managing projects through the entire life cycle.
- Extensive knowledge of Operations Management and related Technology.
- Successfully managing and controlling costs to a budget.
- Ability to communicate at all levels including board level presentations.
- Proactively intervening to remove barriers to change.
- Proficient in Word, Excel, PowerPoint, MS Project and Visio.
- Superb presentation and closing skills.

**ACADEMIC**

Nuneaton University 2003 – 06  
BA (Hons) Business Management

Nuneaton South College 2001 – 03  
A levels: Math - English - Physics - Geography

**TRAINING**

Chartered Institute of Marketing (CIM) - Certificate in Professional Sales

**REFERENCES**

Available on request



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