

Maxine Curry

Operations Manager

AREAS OF EXPERTISE

Operational improvements

Customer care

Business administration

Facilities management

Operational management

Strategic planning

PROFESSIONAL

PRINCE2

MSP qualification

PERSONAL SKILLS

Passionate

Forward thinking

Focused

Hard working

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A commercially minded individual with extensive experience and a successful record in operations and administration management. Maxine is more than able to take on any important role in the running of a business. She has a high level of technical skills across a range of functional activities and can operate within strict operational and management guidelines. On a personal level she is honest, friendly as well as approachable and always treats people how she would like to be treated herself. Right now she would like to join a well-established business that is looking for the right person to undertake a new role as an Operations Manager.

WORK EXPERIENCE

Company name – Birmingham

OPERATIONS MANAGER Jun 2013 – Present

In charge of a critical position that has a huge impact on operational matters, the customers experience and on bottom line performance.

Duties:

- Providing evidence and reports of KPIs to senior managers on a weekly basis.
- Identifying business risks and opportunities through the analysis of information and results.
- Taking full responsibility for the day to day running of all operational areas.
- Promoting a positive health and safety culture on site.
- Setting and achieving operational goals.
- Continuously measure and evaluate the departmental goals and all work processes.
- Working alongside other Operations Managers on site to deliver continuous efficiencies and cost savings.
- Providing cover for other Operational Managers as required.
- Driving best practice standards and processes across the business.
- Writing up reports, presentations and also minutes of meetings.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Managing large teams of staff from different disciplines.
- An accomplished people manager who champions both individuals and teamwork.
- Valuing diversity and promoting equality at every opportunity.
- Tackling complex problems by coming up with bespoke solutions.
- Good verbal and written communication skills.
- Robust negotiation and influencing abilities.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Project Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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