

FREE SAMPLE RESUME MANAGER/PROFESSIONAL POSITION

John D. Doe

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Experienced Manager

Offering 12 years of progressively responsible assignments in administrative positions; with exceptional people skills

PROFESSIONAL BACKGROUND

Twelve years of problem solving, decision making, upward career progression and increasing responsibility. Extensive hands-on experience administering, planning and managing operations in the following functional areas: facilities management, procurement, human resource/staff development, financial management, management information, program management, logistics, maintenance, transportation and telecommunications.

PROFESSIONAL EXPERIENCE

Facilities Manager, ABC Corporation, Anytown, AL, April 1996 to Present

Planned and coordinated with principals and successfully guided physical maintenance of production, people and equipment.

- ♦ Responsible for managing a 33-person staff; accountable for meeting or exceeding production goals, conceiving and managing ideas for continuous improvement, accomplishment of at least three personal development goals annually, and coordinating all staff support functions.
 - ♦ Identified requirements for supplies and equipment, sources of supply/vendors, and negotiated agreements to select bidders resulting in materials available on time at the best cost.
 - ♦ Orchestrated new program to consolidate supplies and equipment in storage resulting in a 21% reduction in space requirement and a \$70,000 cost savings within the first year of program.
 - ♦ Implemented Directed a project to identify, prepare, occupy and close out administrative offices, and completed project on time and at more than 11% under budget.
 - ♦ Managed organizational realignment and initiated efforts to reduce turnover of key leadership positions with an 80% success rate.
 - ♦ Developed people objectives, schedules, scope, content and planning that resulted in 99% of facility inspections completed on-time, within budget and to the satisfaction of customers and senior management.
 - ♦ Let automation improvements, saving labor costs of more than \$168,000 annually.
 - ♦ Actively management budget development, allocation and expenditures resulting in significant cost savings.
 - ♦ Prepared budgets, allocated resources, monitored execution, reallocated funds and established internal controls to comply with existing policy, guidelines and constraints.
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EDUCATION

University of Michigan – Ann Arbor, MI

B. S. Business Administration, 1996

Major: Operations Management