**BUSINESS ADMINISTRATOR RESUME WORK EXPERIENCE**

**SOUTHWEST AIRLINES**

**Business Administrator Dallas, TX**

**September 20XX–Present**

* Provide business impact, change impact, and business analysis while ensuring all changes are properly planned and effectively communicated to staff
* Generate timelines to achieve targets by overseeing the day-to-day activities of the team and motivating members to achieve and surpass organizational goals
* Reduced unnecessary business expenses by 40% within 18 months by executing new standardized business policies
* Supervise the company’s development efforts in expanding businesses by identifying raw revenue opportunities with clients, leading to a 15% increase in revenue

**MICHAELS STORES, INC**

**Business Administrator Irving, TX**

**June 20XX–August 20XX**

* Arranged 10+ business meetings with prospective clients weekly, resulting in drafting and reviewing 35+ contracts, reporting on successes, and addressing pain points
* Broadened business solutions by building relationships with key stakeholders and adapting to competing demands and organizational changes
* Assisted 15+ branch managers in market research and policy improvements, leading to a 20% increase in client numbers within a year
* Spearheaded the recruitment, interview, onboarding, and training exercises of 10 branch managers in 20XX