**EXECUTIVE DIRECTOR RESUME WORK EXPERIENCE**

**Executive Director**

**Hamilton & Hamilton Co., Seattle, WA**

**January 20XX–Present**

* Exceeded revenue growth goals by 35% within the first 16 months by capturing win-win contracts with major financial partners, improving staff productivity, and decreasing costs
* Reduced outstanding receivables to under 3% by actively monitoring payroll accounts, addressing delayed payments, and outlining service improvement solutions
* Supervise 21 staff members with an annual operating budget of $1 million
* Develop and implement best practices, review KPIs, and revise service-level agreement (SLA) metrics for each department every quarter

**Business Operations Manager**

**Sears Holdings, Houston, TX**

**June 20XX–December 20XX**

* Managed a team of 90 employees, verifying compliance with company regulations and ensuring that projects were completed on time and within budget
* Increased operational efficiency by 28% by providing upper management with weekly feedback, projections, and clear scheduling requirements
* Oversaw all distributions and logistics operations by identifying bottlenecks, performing procedural reviews, and addressing any risks associated with new warehouse processes
* Addressed staff issues at all levels to improve overall morale and work performance while supporting the needs of the board of directors and senior stakeholders