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| A person looking to the right | |  | Jordan  Ellis |
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| contact 786-543-2100  [jordanellis@email.com](mailto:jordanellis@email.com)  www.personal-website.com  LANGUAGES  English  French  SKILLS   * Business Development * Marketing & Sales Strategy * Financial Analysis * Team Leadership   Certifications   * Certified ScrumMaster (CSM) * Certified Business Analysis Professional (CBAP) * Digital Marketing Professional Certification |  |  | Profile Aiming to leverage analytical and management skills in a business development or operations role, driving company growth and efficiency.  EDUCATION HISTORY Bachelor of Business Administration, Jan 20XX - June 20XX Seattle University  WORK EXPERIENCE Operations Manager | DEF Group | Aug 20XX - Dec 20XX  * Oversee daily operations, ensuring organizational goals are met. * Manage and train a team of 15, fostering professional development.  Project Coordinator | GHI Inc. | Aug 20XX - Dec 20XX  * Updated the graphic design of Starling and Copper’s landing page to better align with the company’s new brand identity. * Led several graphic design projects to improve the company’s marketing and website experience. |