| Jordan Ellis | 4321 Done Drive,  Seattle, WA  jordanellis@email.com |
| --- | --- |
|  |  |
| Objective | Dedicated and strategic-minded executive seeking an entry-level position in a growth-oriented organization. Bringing a blend of innovative ideas, commitment to achieving objectives, and a proven record of driving operational success by implementing efficient strategies and leading teams toward excellence. |
|  |  |
| Skills & Affiliations | * Strategic Planning * Team Leadership * Operational Efficiency * Project Management * Business Development * American Management Association Member * National Association of Women MBA Member |
|  |  |
| Experience | Vice President of OperationsABC Corporation | Seattle, WA | Jan 20xx - Present Orchestrated strategic initiatives optimizing operational processes, achieving significant cost savings and enhancing overall productivity. Fostered a supportive team environment, mentoring staff, and encouraging professional development and continuous improvement. Assistant Manager, Business DevelopmentDEF Enterprises | Seattle, WA | Jan 20xx – dec 20xx Assisted in identifying and tapping into new business opportunities, contributing to a 20% increase in annual company revenue. Collaborated with cross-functional teams, playing a key role in developing and implementing strategies aligned with company objectives. |
|  |  |
| Education | Master of Business Administration University of Washington | Seattle, WA |
|  |  |
| Certifications | * Certified Business Leader (CBL) * Certified Strategic Planner (CSP) |