

# Jamie Lowe

+44 161 496 0556  
example@cvmaker.uk

London, UK

## Personal Profile

Highly skilled and results-driven Operations Manager (PMP) with a 5+ year track record of optimising business operations and driving efficiency. Adept at implementing strategic initiatives, streamlining processes, and leading cross-functional teams to achieve organisational goals. Possesses excellent analytical and problem-solving skills, coupled with strong leadership abilities.

## Work Experience

### Operations Manager

JJ Consultants, London, UK, 2021 – Present

Lead strategic planning, oversee team dynamics, and ensure resource optimisation for a diverse set of responsibilities. Drive and implement continuous process improvement and manage budgets, resulting in consistent cost-effectiveness. Analyse and leverage data for informed decision-making, consistently achieving operational excellence.

- Spearheaded a comprehensive operational efficiency initiative, leading to a 15% reduction in operational costs within the first fiscal year through strategic resource allocation, process optimisation, and negotiation.
- Successfully orchestrated the expansion of operations into new international markets by developing and implementing scalable processes, resulting in a seamless transition and a 20% increase in global market share over two years.

### Junior Operations Analyst

Logistical Solutions, Manchester, UK, 2017 – 2020

Conducted daily monitoring of operational workflows, identified inefficiencies, and proposed improvements. Maintained accurate documentation and collaborated with cross-functional teams to address issues promptly. Utilised technology for automation and assisted in implementing operational systems.

- Streamlined daily operational workflows by implementing automation tools, reducing processing time by 25% and significantly enhancing overall departmental efficiency.
- Revamped data analysis and reporting procedures, improving accuracy and accessibility of critical information.

## Skills

Operations Management  
Strategic Planning  
Project Management  
Process Optimisation  
Budgeting & Cost Control  
Risk Management  
Data Analysis  
Quality Assurance

## Education

Bachelor of Business Administration (BBA)  
University of Manchester, Manchester, UK,  
2016

## Certifications

Project Management Professional (PMP) –  
Project Management Institute (PMI), 2021

Certified Supply Chain Professional (CSCP) –  
Association for Supply Chain Management  
(ASCM), 2020

## References

Available on request