

Phoebe Huon

Operations Director

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📍 1234 Elm Street, New York, NY
10001

Education

Bachelor of Science in Operations Management at Montana State University

Sep 2011 - May 2015

I have learned how to effectively manage operations within an organization through my studies of Bachelor of Science in Operations Management.

Links

[linkedin.com/in/phoebehuon](https://www.linkedin.com/in/phoebehuon)

Skills

Management

Communication

Organization

Planning

Budgeting

Problem Solving

Time Management

Languages

English

Russian

Employment History

Operations Director at Walmart, MT

May 2022 - Present

- Successfully led a team of 50+ employees in an effective and efficient manner.
- Achieved annual cost savings of \$2 million through process improvements.
- Increased departmental productivity by 20% through implementation of new technology and processes.
- Successfully launched 3 new products within 6 months, ahead of schedule and under budget.
- Managed a large-scale project with 100+ stakeholders across 5 countries, on time and within budget.

Senior Operations Director at Target, MT

Sep 2018 - Mar 2022

- Led a team of 15 operations managers and directors, responsible for overall budgeting, scheduling, and quality control.
- Reduced overhead costs by 20% through process improvements and increased efficiency.
- Implemented new inventory management system that reduced stock levels by 10% while maintaining customer satisfaction rates.
- Negotiated contracts with vendors that saved the company \$1 million annually.
- Developed training program for new hires that decreased turnover rate by 30%.
- Instituted safety procedures that resulted in zero workplace injuries over 3 years.

Operations Manager at Amazon, MT

Sep 2015 - Aug 2018

- Led a team of 50+ employees in daily operations and successfully increased productivity by 12%.
- Implemented new safety procedures that reduced accidents by 25%.
- Cut costs by 15% through process improvements and efficiencies.
- Negotiated favorable contracts with vendors that saved the company \$250,000 annually.
- Achieved ISO 9001 certification for the manufacturing plant.
- Developed and launched 5 successful new products.

Certificates

Certified Public Manager (CPM)

Oct 2020

Certified Government Financial Manager (CGFM)

Sep 2019

Memberships

American Management Association (AMA)

Institute for Operations Research and the Management Sciences (INFORMS)