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| Taylor Williams | | |
| Summary  Results-driven Senior Operations Assistant with over 7 years of experience in optimizing operational efficiency and managing complex projects. Proven track record of enhancing productivity and reducing costs through innovative process improvements.  Work Experience  **Senior Operations Assistant Jan 2021 – Present**  GHI Enterprises Los Angeles, CA   * Led a team in the execution of operational strategies that improved overall efficiency by 25%. * Managed vendor relationships and negotiated contracts, saving the company 15% annually.   **Operations Coordinator May 2017 – Dec 2020**  JKL Corp Los Angeles, CA   * Developed and implemented new procedures that decreased process time by 40%. * Conducted training sessions for new staff, enhancing team performance and compliance.   **Operations Assistant Jan 2015 – Apr 2017**  MNO Solutions Los Angeles, CA   * Assisted in project management, ensuring deadlines were consistently met. * Maintained accurate records and reports, enhancing data-driven decision-making.   Education Bachelor of Science: Operations Management Jan 2014 *University of Southern California**Los Angeles, CA*  certifications   * Lean Six Sigma Green Belt – ASQ – 2021 | Contact  (555) 111-2233  taylor.williams@example.com  Los Angeles, CA 90001  Skills  Operational Strategy  Team Leadership  Budget Management  Advanced Excel  Supply Chain Coordination  Process Optimization  Data Management  Stakeholder Engagement |