



EXAMPLES

1. **Collaborated** with Safety team to create new company-wide evacuation procedure. New process was identified, documented, and communicated to all employees. The new procedure reduced evacuation time from 15 minutes to 5 minutes.
2. **Evaluated** new software programs to improve accuracy of data reporting. Ran a 30-day test trial and collected feedback from users. Purchase was approved and program was installed, resulting in faster, more accurate data reports.
3. **Negotiated** with vendors to reduce office supply cost by 20% in first year.
4. **Recognized** as 2017 Employee of the Year based on highest survey response rate and positive customer feedback.
5. **Implemented** new phone routing procedure that reduced customer call waiting from 8 minutes to less than 2 minutes.
6. **Facilitated** a group training program for new hires that contributed to increasing quality of outgoing products by 25% during a 90-day probationary period.
7. **Developed** a standardized office supply reorder procedure throughout 15 nationwide office locations. Results: Annual cost savings of \$15k
8. **Launched** company-wide wellness program. Implemented use of Survey Monkey to track participation and collect employee feedback. Program received positive feedback from employees and improved employee engagement throughout the company.
9. **Managed** travel arrangements for three executives. Consolidated travel vendors and negotiated new car rental rates. Reduced monthly travel expense by 20%.
10. **Supervised** team of 25 retail associates. Facilitated quarterly team meetings to improve communication and employee engagement. Reduced turnover by 10% in first year.
11. **Led** a team of 10 graphic designers to create a new logo for XXX product to increase brand recognition. Utilized project management software to set goals, track budget and timeline to meet 10-week deadline. Project was completed 5 days ahead of schedule and \$5k below budget.