



Arthur Ugarte

Assistant Operations Manager

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United States, Tampa, FL, 890 County Line Road

LANGUAGES

- Swedish (Beginner)

HOBBIES

- Astronomy
- Horseback Riding

PROFESSIONAL SUMMARY

Dedicated and motivated individual with a Bachelor's degree in Business Administration seeking an entry-level Operations Manager position at GlobalTech Solutions. Eager to apply academic knowledge and gain practical experience in optimizing business operations and contributing to organizational success.

EXPERIENCE

2023 - 2023

Intern

Stoltenberg Group
United States, Tampa, FL

- Assisted with various operational tasks, including data entry, filing, and document preparation.
- Shadowed senior staff members to gain insight into day-to-day operations and best practices.
- Collaborated with colleagues on projects to streamline workflows and increase efficiency.

2021 - 2023

Customer Service Representative

Glover Retail
United States, Tampa, FL

- Processed orders, returns, and exchanges accurately and efficiently.
- Collaborated with cross-functional teams to address customer concerns and improve service delivery.
- Contributed to the achievement of team goals and targets through effective communication and teamwork.

EDUCATION

2019 - 2023

Bachelor of Business Administration

University of South Florida
United States, Tampa, FL

Relevant Coursework: Operations Management, Supply Chain Management, Business Process Improvement, Organizational Behavior

SKILLS

Strategic Planning



Quality Assurance



Negotiation



Risk Management



Time Management



VOLUNTEER EXPERIENCE

2020 - 2022

- Assisted with organizing and executing operational tasks for events and fundraisers.

Operations Volunteer

Habitat for Humanity,
Tampa, FL