

Travis Taylor

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Professional Summary

Dedicated Operations professional and effective leader with over 5 years of experience who excels at using proven methods and cutting-edge technologies to streamline operations and increase productivity. I am assertive and enthusiastic, with extensive knowledge of process optimization and unsurpassed work ethic.

Professional Experience

2017 - 2019	OFFICE OPERATIONS MANAGER Lightspeed POS - New York, NY <ul style="list-style-type: none">Monitored employee productivity and optimized procedures to cut costsIdentified Inefficiencies and made recommendations.Effectively controlled costs and developed operation budget.
2016 - 2017	BUSINESS DEVELOPMENT MANAGER Lightspeed POS - New York, NY <ul style="list-style-type: none">Developed an effective pipeline of new projects and customers.Generated new appointments by means of lead activity management.
2014 - 2016	MARKETING OPERATIONS MANAGER NoteFull - New York, NY <ul style="list-style-type: none">Analyzed marketing strategies to offer innovative products.Implemented company website, and led all internet promotions.
2013 - 2014	CLIENT RELATIONS SPECIALIST Brooklyn Industries - Brooklyn, NY <ul style="list-style-type: none">Developed, implemented, and monitored programs to maximize revenue.Built and enhanced client relationships cultivating retention and growth opportunities.

Skills

PROFESSIONAL

Client Relations	<div><div></div><div></div><div></div><div></div><div></div></div>
Performance Tracking	<div><div></div><div></div><div></div><div></div><div></div></div>
Strategy Development	<div><div></div><div></div><div></div><div></div><div></div></div>
Project Management	<div><div></div><div></div><div></div><div></div><div></div></div>
Team Building	<div><div></div><div></div><div></div><div></div><div></div></div>
Financial Oversight	<div><div></div><div></div><div></div><div></div><div></div></div>
Time Management	<div><div></div><div></div><div></div><div></div><div></div></div>

PERSONAL

Leadership	<div><div></div><div></div><div></div><div></div><div></div></div>
Communication	<div><div></div><div></div><div></div><div></div><div></div></div>
Critical Thinking	<div><div></div><div></div><div></div><div></div><div></div></div>
Detail Oriented	<div><div></div><div></div><div></div><div></div><div></div></div>
Problem Solving	<div><div></div><div></div><div></div><div></div><div></div></div>
Decision Making	<div><div></div><div></div><div></div><div></div><div></div></div>

Education

BA, UNCC - CHARLOTTE, NORTH CAROLINA

- Pursued a passion for Business Communication coursework.
- Excelled in Marketing Business coursework.
- Supervised the university local broadcast television channel.