



Arthur  
Ugarte

Assistant Operations  
Manager

+1 865 356 6535  
arthurugarte@email.com  
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  
● ● ● ● ●

Negotiation  
● ● ● ● ●

Quality Assurance  
● ● ● ● ●

Risk Management  
● ● ● ● ●

VOLUNTEER EXPERIENCE

2020 - 2022  
**Operations Volunteer**  
Habitat for Humanity,  
Tampa, FL

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