

Veronica Roberts

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SUMMARY

Experience in administrative operations and project management. Excelled in cost reduction, operational efficiency, and data analysis. Proven track record in improving processes, meeting deadlines, and managing financials.

WORK EXPERIENCE

Rose Beauty Shop

Office Manager

Albany, Georgia

May 2017 - Present

- Oversee daily administrative operations, ensuring inventory accuracy, timely deliveries, planning, and equipment procurement.
- Achieve financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Cultivate and maintain business relationships with suppliers and clients to support company operations.
- Implement cost reduction strategies and process improvements to enhance operational efficiency.

Graduate Program Project

Project Manager

Valdosta, Georgia

Jan 2022 - May 2022

- Managed project financials, achieving an average cost savings of 23% through effective budget oversight.
- Ensured on time project delivery by resolving team issues and consistently meeting 100% of project deadlines.
- Enhanced team communication and task efficiency by leading productive meetings and minimizing misunderstandings.
- Contributed to technology development by creating simulators with C# coding and supporting the definition of project scope.
- Analyzed complex data sets to identify key trends, providing actionable insights that inform strategic decisions.
- Implemented data driven solutions for improved efficiency.
- Conducted in depth data analysis to uncover critical trends, delivering actionable insights that drive strategic decision making and operational enhancements.

EDUCATION

Valdosta State University

Master of Business Administration, Business Administration

Valdosta, GA

May 2023

Valdosta State University

Bachelor of Business Administration, International Business

Valdosta, GA

May 2021

CERTIFICATIONS

Certified Associate in Project Management

In Progress

SKILLS

Analytical and Problem-Solving • Effective Communication • Critical Thinking • Performance Monitoring • Business Development • Technical Support • Data Entry • Event Planning • Organization • Strategic Planning • Collaboration • Microsoft Office • Google Suite • SQL • Team Player • Customer Service • Time Management