



# 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



### VOLUNTEER EXPERIENCE

2020 - 2022

#### Operations Volunteer

Habitat for Humanity,  
Tampa, FL

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