

DANA LEAVY-DETRICK

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Brooklyn Resume Studio
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Hello-

I am reaching out with interest in consideration for Business Operations Manager position with Brooklyn Resume Studio. With more than 15 years of experience across all aspects of business and financial operations, I bring a strong mix of customer-facing skills, leadership experience, strategic business planning, and relationship building capabilities to the table.

In my most recent role as an Operations Manager for online luxury clothing and accessories retailer TOBI, I led a team of 15 staff in overseeing operational, customer service, staffing, inventory, and production processes for a high-performing distribution center. Under my leadership, employee satisfaction and retention saw a significant increase, with 70% of hired staff remaining with the organization after 2.5 years. Prior to TOBI I led the sales and operations for a luxury Italian kitchen retailer, hiring, training, and developing a team of 12 design, sales, and retail staff to support business operations, project planning, customer relations, and inventory control.

One of the assets I bring to the role is a unique global exposure and excellent interpersonal skills, having interfaced with a diverse range of individuals. I dedicated several months in 2012 to volunteering abroad in Sohna, India at the Dharma Sota meditation center, and have also volunteered at the James F. Byrnes Institute in Germany teaching English to business professionals. I'm a high-energy leader who strives to cultivate a positive work environment where my team members feel a sense of accomplishment on both an organizational and a personal level.

I am confident in my ability to apply my experience and produce value in this role, and I welcome the opportunity to discuss my qualifications and the interests of the position in more depth. Thank you in advance for your consideration.

Sincerely,

Dana Leavy-Detrick