

Mike Milian
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As you will note from the enclosed resume, my background provides me with the leadership experience and practical skills requisite for an executive position with your company.

In the various leadership roles I have held, I have demonstrated a capability for running a tight ship through fiscally responsible management. Highly capable at orchestrating operations while working with limited budgetary and staffing resources, I am able to lead my teams to delivering exceptional outcomes and top-flight service. Throughout my career, I have provided this superior level of performance and I am confident in my ability to provide similar results to your company.

Some of the key strengths and past achievements I can offer include:

- Skillfully streamlining operations by identifying and eliminating inefficient processes, and implementing key change management initiatives.
- Experience managing the recruitment, hire and training of employees ranging from entry- to management-level.
- Strong budgetary and inventory management capabilities as demonstrated by successfully managing operations for companies from \$10 Million to \$100 million annually.

After reviewing my resume and speaking with me in person, you will find that I am a consummate manager and articulate communicator, interacting easily with a wide range of audiences. Note that I am available for travel and relocation for this opportunity. Thank you for your consideration; I look forward to speaking with you.

Sincerely,

MIKE MILIAN

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SENIOR-LEVEL OPERATIONS MANAGEMENT

Operational Excellence • Strategic Planning • Financial Management

Seasoned leader with a track record of delivering excellence in the management of operations within multifaceted environments. Exceptional skills at developing and managing teams of high-performing, cross-functional employees. Strong background in recruitment and sales. Outstanding capability for planning and facilitating training sessions in leadership and other key business competencies. Able to perform multiple functions concurrently within fast-paced environments with limited resources. Highly adept at developing large budgets and diligently controlling costs while maximizing outcomes.

CORE COMPETENCIES

- Results-focused Leadership
 - Change Management
 - Risk Assessment
 - Continuous Process Improvement
 - Training & Development
 - High-impact Presentations
 - Budget Management
 - Recruitment & Hiring
 - Mentoring & Coaching
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EDUCATIONAL BACKGROUND

UNIVERSITY OF PHOENIX – Phoenix, Arizona
Master of Arts in Organizational Management
Bachelor of Science in Business Management

PROFESSIONAL EXPERIENCE

Ace Designs Inc, Operations Manager, Bristol, Pennsylvania 2010 to Present

Directed all aspects of operations. Responsible for a multimillion-dollar budget. Supervised, mentored and coordinated scheduling for 60 employees. Managed cross functional facility with three different departments. Ordered supplies and managed inventory for entire operation. Interfaced with vendors and contractors in facilitating repairs and upkeep.

Key Achievements:

- Steered redesign and improvement of organizational structure to more efficiently operate, positioning the organization to grow.
- Recruited and mentored cross functional teams to improve organizational success.

Medicia Holdings LLC, Production Manager, Dayton, New Jersey 2009 to 2010

Directed all aspects of Production at a highly competitive contract manufacturing organization. Developed and managed a multimillion-dollar budget. Supervised, mentored and coordinated scheduling for 300 employees. Designed and facilitated training sessions in an array of subjects. Ordered supplies and managed inventory for production operations. Interfaced with vendors and contractors in facilitating technology transfers.

Key Achievements:

- Steered redesign and improvement of organizational structure to more efficiently operate, positioning the organization to grow from 100M to 500M.
- Created and implemented training program to combine mechanical group and production lines.

US NAVY/ SUNY MARITIME – Various Locations

1989 to 2009

Advanced through vital operations and training roles with increasing accountability spanning team leadership, program development, long-range strategic planning and recruitment.

Instructor / Trainer - Management Preparation Program, 2007 to 2009

Excel in delivering instruction in a variety of technical and management subjects to future leaders. Provide direction, training and evaluation / mentoring to a staff of 180. Administer health benefits program. Facilitate classroom presentations with as many as 250 students per class. Design, develop and disseminate to students classroom materials and learning aids utilizing leading-edge instructional technology. Interface with senior leadership and school administration in developing classroom curricula that ensures relevance of educational / technological programming.

Key Achievements:

- Steered redesign and improved accuracy of \$100K instructional materials program.
- Selected to hold high-level position as a communications liaison between school administration/staff and executive management.

Operations Manager, 2004 to 2007

Directed all aspects of operations across several facilities. Developed and managed a multimillion-dollar budget. Supervised, mentored and coordinated scheduling for 100 employees. Managed all technical and engineering functions. Designed and facilitated training sessions in an array of subjects. Ordered supplies and managed inventory for entire operation. Interfaced with vendors and contractors in facilitating repairs and upkeep.

Key Achievements:

- Spearheaded preparation of facilities, recruitment/allocation of employees and procurement of all inventory items for a major international deployment.
- Reduced training time for new employees from up to 24 months to as few as three months by leveraging solid background and skills in training management.

Sr. Recruitment Manager / Sales & Operations Trainer, 1993 to 2004

Directed operations of multiple recruitment offices. Facilitated training sessions in various technical, operational and sales subjects. Supervised teams of recruitment managers across multiple offices. Trained and coached recruiters in effective prospecting, relationship building and closing techniques. Developed educational materials and curricula. Delivered regular reports to upper management on program progress.

Key Achievements:

- Demonstrated an exemplary track record of completing training sessions well ahead of schedule, resulting in well-trained staff members, several of whom have gone on to hold critical leadership positions.
- Instrumental in delivering substantial improvements to success of recruiting efforts, increasing recruiting effectiveness by 20-40% for several recruiting offices.

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Additional experience as Manager for Weather Wise Cruising Guide, providing daily supervision to a team of three for this startup operation.