

# ADAM LEWIS

## INTERNATIONAL BUSINESS & OPERATIONS MANAGEMENT

### //CONTACT ME

☎ 587-435-5847  
✉ adam@amlewis.ca  
🌐 amlewis.ca

### //EDUCATION

#### University of Victoria

*Gustavson School of Business*  
*BCOM - Major: Entrepreneurship*  
2007 // 2011

- » Graduated Dean's List (Top 10%)
- » Shortlisted 2010 "Infuse - Business Sustainable Technology Competition"
- » Vikes Lacrosse & Rugby Clubs
- » Society for Student Entrepreneurs
- » International Buddy Program

#### Masarykova Univerzita

*Brno, Czechia*  
*International Business*  
2010 // 2011

- » Picked as the business program's International Student Ambassador
- » Tandem Business Language Tutor
- » International Internship Program

### //SKILLS

- » Microsoft Excel & Business 365
- » Adobe Photoshop & Illustrator
- » QuickBooks
- » Google Analytics
- » Remote Self-management
- » Leadership & Interpersonal Skills
- » Written and Verbal communication
- » Articulate Public Speaking
- » Strategic Planning Specialist
- » High Pressure Decision Making
- » Results-oriented Problem Solving
- » Entrepreneurial Mindset
- » Driving Team Development
- » Recognizing Alternative Approaches
- » Genuine Client Relationships
- » Efficient Time Management

### //LANGUAGES

- » English - Native
- » Spanish - B1
- » French - A1

### //PROFESSIONAL STATEMENT

Motivated and highly adaptable professional with a proven record of managing projects from concept to completion; demonstrating exceptional administrative skills in a wide range of industries and environmental settings. Adept in cross-cultural communication and an effective leader with an established ability to achieve organizational goals within minimal timeframes. Experienced and capable of working independently while maintaining the capacity to make critical decisions in challenging situations. Proficient in developing "outside-the-box" solutions and pursuing creative means to problem-solving and organizational development.

### //WORK EXPERIENCE

#### Operations Manager // Calgary // Red's Diner Inc.

*May 2020 // Present*

- » Planned, executed, and monitored complex projects within budget and timeline constraints, utilizing project management expertise to ensure successful outcomes.
- » Proactively identified and successfully addressed operational bottlenecks, driving innovative solutions, leading to significant enhancements in efficiency and productivity.
- » Thrived in dynamic environments by adapting quickly to changing circumstances, ensuring the smooth functioning of operations even under high-pressure scenarios.
- » Utilized technology and data to drive operational decision-making, demonstrating proficiency in industry relevant tools and Microsoft Excel.
- » Developed and managed budgets, tracked performance metrics, and identified areas for cost savings and revenue growth by applying strong analytical and financial acumen.
- » Committed to continuous learning and integration of new ideas and approaches to drive operational success, staying up-to-date with industry trends and best practices.

#### Founder & Operations Manager Spain // Barcelona, Spain // Custom Tours Travel

*February - 2014 // September- 2020*

- » Achieved consistent revenue growth of average 29% per annum, both by increasing lead generation and implementing effective cost-cutting measures.
- » Developed all products and services from the ground up, researching and sourcing local suppliers and training an international workforce to fulfill required roles.
- » Oversaw all operational aspects of the day-to-day, including the strict management of all financial statements, planning and coordination of itineraries, and delegation of appropriate staff to each individual client.

#### Head Guide & New Ventures Management // Barcelona, Spain // Fat Tire Bike Tours

*September 2011 // May 2017*

- » Created new profit streams through the design and implementation of original and unique tours based on in depth market research, resulting in 38% growth.
- » Successfully engaged with over 20,000 clients of varied nationalities and demographics, earning nothing less than 5 star customer-generated reviews.
- » Utilized communication and relationship-building skills to establish and maintain partnerships with international schools, travel agencies, and numerous other professional organizations.

#### International New Ventures & Development // Calgary // Nexen Inc.

*April- 2010 // September - 2011*

- » Conducted extensive economic analysis and produced detailed reports on potential development opportunities, providing valuable insights for informed decision-making.
- » Forecasted future performance of our Masila (Yemen), and Guando (Colombia) operating fields using detailed economic models created on Microsoft excel.

#### International Strategy & Planning // Calgary // Nexen Inc.

*April- 2008 // April - 2010*

- » Enhanced the visibility and effectiveness of corporate security programs by conducting comprehensive software testing and developing targeted employee training materials.