|  |  |  |
| --- | --- | --- |
|  | Eric StevensonAssistant Manger |  |
| Contact123 South St.Manhattan, NY 98765916.555.0110eric@example.com | ObjectiveAs an assistant manager, my primary objective is to support the functioning of business operations by managing staff, coordinating operations, and ensuring exceptional customer service. I aim to create a positive and productive work environment by communicating with team members, setting clear goals, and monitoring performance.  |
| EducationMount Flores CollegeNew York City, NYBA in Business AdministrationGPA 3.87Key SkillsMarketingProject ManagementBudget PlanningCommunicationProblem-solving | ExperienceJune 20XX - presentAssistant Manager | Woodgrove BankJanuary 20XX – June 20XX Lead Salesperson | January 20XX – June 20XXAugust 20XX – January 20XX Sales Associate | August 20XX – January 20XXOverseeing daily operations, managing staff, ensuring compliance with banking regulations, and providing exceptional customer service. Also responsible for analyzing financial data, identifying trends, and developing strategies to improve the bank's performance. |
|  | Communication Implemented new procedures and technologies that improved efficiency and streamlined operations. |
|  | Leadership Successfully led a team to exceed sales goals while maintaining excellent customer satisfaction scores. |
|  | References Available upon request. |