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|  | Eric Stevenson  Assistant Manger | |  |
| Contact 123 South St.  Manhattan, NY 98765  916.555.0110  eric@example.com | | Objective As 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. | |
| Education Mount Flores College  New York City, NY  BA in Business Administration  GPA 3.87 Key Skills Marketing  Project Management  Budget Planning  Communication  Problem-solving | | ExperienceJune 20XX - present Assistant Manager | Woodgrove Bank January 20XX – June 20XX Lead Salesperson | January 20XX – June 20XX August 20XX – January 20XX Sales Associate | August 20XX – January 20XX  Overseeing 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. | |