

Robert Smith

Assistant Branch Manager II

CONTACT DETAILS

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PERSONAL STATEMENT

Professional goal oriented assistant with diverse banking experience. Dedicated, flexible person directly supporting management, sales team, personnel, and clients. Excellent communication and problem solving abilities while maintaining a high level of confidentiality. Result driven with day to day operation, risk, and compliance. Supervise and coordinate daily activities of the staff always adhering to policy and procedures. Identify and plan scheduling and support cross training of the staff.

SKILLS

Microsoft Office,
Microsoft Outlook,
Microsoft Excel,
Microsoft Powerpoint

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

WORK EXPERIENCE

Assistant Branch Manager II **ABC Corporation - 2015 - Present**

Responsibilities:

- Provides leadership and guidance to all store employees and department managers, and ensure communication of all pertinent issues to the branch manager.
- Provide continuous feedback to employees to ensure optimum productivity and that customer service/satisfaction is always at its peak.
- Assigned departments/areas to ensure company policy and guidelines are being followed.
- Maintain constant communications with the ranch manager, keeping him/her alerted of any pertinent issues.
- Routine warehouse walks to ensure cycle counts, safety-related issues, haccp, and overall warehouse is operating within our company standards.
- Make recommendations for hiring, promoting, and disciplinary action as needed.
- Perform other duties as assigned by the branch manager or regional director.

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

INVENTORY CONTROL MANAGER **ABC Corporation - 2010 - 2015**

Responsibilities:

- Make decisions on pricing and insure that gross margins are maintained on a level required by corporate.
- Review sales price differential report to determine if front end pricing is accurate and make the appropriate changes.
- Insure that cycle counts are being conducted on a timely and regular basis.
- Train all staff for inventory purposes and responsible for the preparation and conducting of semi-annual inventories.
- Coordinate inventory control with the receiving, perishables, dry goods floor, and front end to make sure low stock, out of stock, negative on hand and computer inventory is correct.
- Supervise stock-taker coordinate writing of adjustment vouchers vendors for damages and meet with vendor reps to obtain their

approvals.

- Perform various tasks and projects as directed by the branch manager and corporate headquarters.

Education

High School in Computer Information Science - 1996(Central High School - Erie, PA)Highschool Diploma in Na - 2003(Putnam City - Oklahoma City, OK)