



# MIA TAYLOR

## Assistant Branch Manager

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles  
🌐 www.qwikresume.com

### 💡 SKILLS

Adaptability To Change



Operational Planning



Process Improvement



Effective Communication Skills



Analytical Problem Solving



### 🏆 INTERESTS

★ Surfing 🌐 Martial Arts  
🏠 Community Service 🧑‍🎤 Blogging

### 👊 STRENGTHS

⌚ Patience 🗣️ Perseverance  
📅 Planning ⚙️ Positivity

### 🗣️ LANGUAGES



### 🏆 ACHIEVEMENTS

- ★ Increased branch revenue by 15% within one year through targeted sales strategies.
- ★ Successfully trained and onboarded 10 new staff members, enhancing team capability and service delivery.

### 👤 PROFESSIONAL SUMMARY

Results-oriented Assistant Branch Manager with five years of comprehensive experience in branch operations and team leadership. Expert in driving customer satisfaction and operational efficiency through effective coaching and compliance management. Passionate about fostering a collaborative environment that empowers team success and enhances overall branch performance.

### 💼 WORK EXPERIENCE

#### Assistant Branch Manager

📅 Feb / 2022–Ongoing  
📍 Denver, CO

WidgetWorks Inc.

1. Develop and implement staff schedules, ensuring optimal resource allocation and adherence to operational standards.
2. Provide coaching and constructive feedback to enhance employee performance and achieve branch goals.
3. Communicate policies and procedures effectively to mitigate risks and ensure compliance with regulatory standards.
4. Demonstrate expertise in banking operations, overseeing teller and platform service delivery.
5. Collaborate with cross-functional teams to manage competing priorities while maintaining service excellence.
6. Utilize analytical skills to assess operational performance and identify areas for improvement.
7. Generate daily reports on branch performance metrics, analyzing sales trends and customer interactions.

#### Head Teller/Customer Service Representative

📅 Feb / 2020 – Feb / 2022  
📍 Portland, OR

Crescent Moon Design

1. Supervise and coordinate teller activities, ensuring accurate transaction processing and record-keeping.
2. Assign and oversee daily responsibilities to maximize branch efficiency and customer service.
3. Review and verify daily transaction reports for accuracy, ensuring compliance with financial regulations.
4. Manage cash supply and ATM operations, balancing legal requirements with business needs.
5. Conduct monthly audits of teller operations, ensuring adherence to compliance standards.

### 🎓 EDUCATION

#### Bachelor of Business Administration

📅 Feb / 2018 – Feb / 2020

State University

📍 Portland, OR

Focused on developing foundational skills in management, finance, and operations.