



# MIA TAYLOR

## Assistant Team Leader

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

🌐 www.qwikresume.com

### 💡 SKILLS

Team Coordination



Data Analysis



Coaching Techniques



Effective Communication



Conflict Resolution



### 🎯 INTERESTS

📖 Surfing

📖 Martial Arts

📖 Community Service

📖 Blogging

### 👊 STRENGTHS

📖 Empathy

📖 Patience

📖 Perseverance

📖 Planning

### 🗣️ LANGUAGES



English



Mandarin



Arabic

### 🏆 ACHIEVEMENTS

🌟 Increased team productivity by 20% through effective training and motivation.

🌟 Achieved a 95% customer satisfaction rating by implementing feedback systems.

### 👤 PROFESSIONAL SUMMARY

Results-driven Assistant Team Leader with 5 years of experience in enhancing team performance and customer satisfaction. Proven ability to lead teams, manage operations, and implement effective strategies for success.

### 💼 WORK EXPERIENCE

#### Assistant Team Leader

📅 Jan / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Collaborated with leadership to enhance store performance in sales, profit, and budget management.
2. Led service and merchandising teams, ensuring adherence to company standards and customer satisfaction.
3. Addressed HR issues, including payroll, scheduling, and training, to support team development.
4. Acted as a liaison with corporate HR to resolve associate relations effectively.
5. Supported staff through joint interviews, training, and crisis management initiatives.
6. Conducted assessments and maintained documentation standards for service quality.
7. Ensured smooth operations while prioritizing team well-being and customer service excellence.

#### Assistant Team Leader

📅 Jan / 2020-Jan / 2021

Lakeside Apparel Co

📍 Chicago, IL

1. Directed cashiering and front-end operations, ensuring efficient service delivery.
2. Supervised Service and Furniture Sales Teams, driving performance and sales growth.
3. Managed customer service standards, training, and daily operational tasks effectively.
4. Oversaw furniture department operations, including sales processes and merchandising standards.
5. Developed plans to achieve store initiatives and defined performance goals.

### 🎓 EDUCATION

#### Bachelor of Business Administration

📅 Jan / 2019 - Jan / 2020

University of California

📍 Chicago, IL

Focused on management principles and team leadership strategies.