



JAMES CLARK

Branch Coordinator

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PROFESSIONAL SUMMARY

Dedicated Branch Coordinator with 7 years of experience in enhancing operational workflows and driving team success. Proficient in managing branch activities, optimizing customer experiences, and resolving complex issues. Committed to fostering a collaborative environment that supports organizational growth and meets strategic objectives.

WORK EXPERIENCE

Branch Coordinator

Pineapple Enterprises

📅 Apr / 2020-Ongoing

📍 Santa Monica, CA

1. Supervised daily operations and managed administrative staff to ensure seamless branch functionality.
2. Led recruitment and scheduling initiatives to optimize staffing and service delivery.
3. Conducted weekly sales reporting and marketing strategies to boost client engagement.
4. Oversaw compliance and documentation for approximately 80 caregivers, ensuring adherence to regulations.
5. Increased profitability by enhancing operational margins, achieving a steady growth from 31 to 36.
6. Managed an annual budget of \$2.4M, effectively allocating resources across various operational sections.
7. Reduced overtime hours by approximately 200 hours per week by optimizing staff scheduling and workload distribution.

Branch Coordinator

Lakeside Apparel Co

📅 Apr / 2018-Apr / 2020

📍 Chicago, IL

1. Supervised branch staff, ensuring productivity in teller operations, new accounts, and loan processing.
2. Conducted monthly audits to maintain compliance with banking regulations and accuracy standards.
3. Processed payroll and managed timekeeping for all branch personnel.
4. Approved and coordinated staff leave requests to maintain operational efficiency.

EDUCATION

Bachelor of Business Administration

University of Phoenix

📅 Apr / 2016-Apr / 2018

📍 Phoenix, AZ

Focused on management principles and organizational behavior.

SKILLS

Branch Administration



Project Coordination



Presentation Skills



Research Skills



Social Media Management



INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏗 Architecture

STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

LANGUAGES



English



German



Japanese

ACHIEVEMENTS

★ Increased branch customer satisfaction scores by 20% through enhanced service protocols.

★ Streamlined branch operations, reducing processing time by 30% and improving overall efficiency.