

# ROBERT SMITH

## Assistant Business Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

To build bridges of connection through art and relationship. As a change agent to positively impact the quality of life and health of individuals by supporting, maintaining, and improving psychosocial, physical, cognitive, and spiritual health.

### CORE COMPETENCIES

Database Management, Financial Analysis, General Accounting, Human Resources, IT Management, Facilities Management, Healthcare, Office Management

### PROFESSIONAL EXPERIENCE

#### Assistant Business Manager

ABC Corporation - 2013 – Present

##### Key Deliverables:

- Managed and led a team of beauty advisors trained and developed beauty artists in temporary, pt/ft positions.
- Mentored macys impulse coordinator, new and account executives, and new counter managers in business strategies, selling techniques, and overall execution of daily business and growth.
- Provided daily and weekly one on one coaching for each ba to develop areas of opportunities and recap of weeks performance.
- Created two new permanent positions as a result of high volume increase which led to the largest team in the midwest and south central accounts.
- Maintained close and professional relationship with macys partners, especially cosmetic managers and district merchant, to achieve successful partnership and growth in business.
- Worked side by side with impulse beauty manager to design business plans to achieve designated goal contributions.
- Conducted monthly meetings to create business plans and workshops to drive successful monthly business.

#### Business Manager

ABC Corporation - 2012 – 2013

##### Key Deliverables:

- Monitored staff members productivity and designed plans to achieve assigned sales goals and booking goals.
- Guided team members towards positive progression in productivity tracking record and growth in a daily business built a quality clientele base to provide excellent customer service and added growth in daily and future business.
- Conducted a successful event of lor de vie skincare by verbal consultation without any product in the store to demonstrate to bloomingdales partners that the demographic could support sales for diors highest level and most expensive skincare.

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- Utilized time management and organizational skills to achieve business goals, maintain customer relationships via email, phone, or letter, and maintain a clean, organized work environment.
- Develop and maintain a patient-friendly environment where excellent customer service is a priority.
- Assist the CEO in the development and implementation of a strategic business plan.
- Oversee daily operations; ensure achievement of sales goals and business objectives.

### EDUCATION

- Bachelor's Of Science in Nursing - (the University Of Illinois At Chicago - Chicago, IL) Diploma - (Bartlett High School - Bartlett, IL)