

# John Riley

Manager

## Profile

Experienced and self-motivated Business Manager with valuable industry experience and a passion for working toward company advancement. Results-oriented with a proven track record of working collaboratively with team members to achieve goals. Adept in managing staff, maintenance, vendors, and a multitude of business operations.

## Employment History

### Business Manager at Oradell , White Plains

September 2014 — Present

- Serve as a successful leader, promoting and achieving company success.
- Identify and maximize sales opportunities, and work to increase customer retention rates.
- Successfully handle the planning of visual merchandising and promote a unified company vision.
- Lead recruitment efforts and train new employees.
- Oversee the rhythm of business and ensure smooth and orderly processes.
- Effectively manage the relationship between budget and resources, leading to profitable outcomes.

### Assistant Manager at Benson Computers, White Plains

September 2012 — September 2014

- Provided optimal assistance to the General Manager while spearheading important tasks.
- Managed the recruitment and training of new employees, while also monitoring the productivity of current employees.
- Assisted with the development and design of company introduction materials.
- Coordinated client visits and key account calls.

## Education

### Bachelor of Business Administration, Hunter College, New York

September 2001 — June 2005

### High School Diploma, New Rochelle High School, New Rochelle

September 1997 — May 2001

## References

### Jane Linney from Oradell

jlinney@oradellny.org 914-982-2811

### Jack McDowell from Benson Computers

jmcowell@bensoncomp.org 914-547-3712

## Details

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## Skills

Innovative Problem Solving

Industry Knowledge

Business Process Management

Business Development Strategies

Time Management Skills