

# Jordan Lee

## ASSISTANT MANAGER

### EDUCATION

Mount Flores College  
New York City, NY  
BA in Business Administration  
GPA 3.87

### REFERENCES

Available upon request

### OBJECTIVE

As an assistant manager, my primary objective is to support the functioning of business operations by managing staff, coordinating operations, and ensuring exceptional customer service.

### FUNCTIONAL SKILLS

Product marketing  
Project management  
Budget planning  
Communication  
Problem-solving

### EXPERIENCE

June 20XX - present  
Assistant Manager • Woodgrove Bank

January 20XX - June 20XX  
Lead Salesperson • Safewest Banking

August 20XX - January 20XX  
Sales Associate • Safewest Banking

### COMMUNICATION

Implemented new procedures and technologies that improved efficiency and streamlined operations.

### LEADERSHIP

Successfully led a team to exceed sales goals while maintaining excellent customer satisfaction scores.