

Jordan Lee

ASSISTANT MANAGER

EDUCATION

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

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.

REFERENCES

Available upon request

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.