

Carmelo Barese

Assistant Manager

312.555.0110			carmelo@example.com			Seattle, WA		
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. I aim to create a positive and productive work environment by communicating with team members, setting clear goals, and monitoring performance.					
Education			Mount Flores College New York City, NY BA in Business Administration GPA 3.87					
Key Skills			Marketing Project management Budget planning			Communication Problem-solving		
Experience			Responsibilities: overseeing daily operations, managing staff, ensuring compliance with banking regulations, and providing exceptional customer service. Also responsible for analyzing financial data, identifying trends, and developing strategies to improve the bank's performance.					
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June 20XX - Present			Jan 20XX - June 20XX			Aug 20XX - Jan 20XX		
Assistant Manager Woodgrove Bank			Lead Salesperson Safewest Banking			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.					
References			Available upon request.					