|  |  |  |
| --- | --- | --- |
| Manhattan, NY | 916.555.0110 | peyton@example.com |

Peyton Davis

# 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. |