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

Peyton Davis

# Assistant Manager

|  |  |
| --- | --- |
| EducationMount Flores CollegeNew York City, NYBA in Business AdministrationGPA 3.87 | ObjectiveAs an assistant manager, my primary objective is to support the functioning of business operations by managing staff, coordinating operations, and ensuring exceptional customer service. |
| ReferencesAvailable upon request | Functional SkillsProduct marketingProject managementBudget planningCommunicationProblem-solving |
|  | ExperienceJune 20XX - present Assistant Manager • Woodgrove Bank  January 20XX – June 20XX Lead Salesperson • Safewest Banking  August 20XX – January 20XX Sales Associate • Safewest Banking |
|  | CommunicationImplemented new procedures and technologies that improved efficiency and streamlined operations. |
|  | LeadershipSuccessfully led a team to exceed sales goals while maintaining excellent customer satisfaction scores. |