

John Smith

Senior Assistant Manager



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Summary

Results-driven Senior Assistant Manager with 8+ years of experience in leading cross-functional teams, driving business growth, and improving operational efficiency. Proven track record of achieving 25% increase in sales revenue and 30% reduction in costs.

Experience

Senior Assistant Manager Jan 2018 - Present
XYZ Corporation New York, USA

Senior Assistant Manager at XYZ Corporation, responsible for leading cross-functional teams and driving business growth.

- Developed and implemented strategic plans to drive business growth, resulting in 25% increase in sales revenue
- Led cross-functional teams to improve operational efficiency, achieving 30% reduction in costs
- Analyzed market trends and competitor analysis to inform business decisions

Assistant Manager Jun 2015 - Dec 2017
ABC Inc. Los Angeles, USA

Assistant Manager at ABC Inc., responsible for managing a team and driving process improvements.

- Managed a team of 10 employees, providing coaching and development opportunities to improve performance
- Developed and implemented process improvements, resulting in 20% increase in productivity
- Collaborated with senior management to develop and implement strategic plans

Education

MBA 2010 - 2012
Harvard University Boston, USA
Business Administration 3.8

Skills

- Leadership
- Strategic Planning
- Operational Efficiency
- Team Management
- Data Analysis

Languages

English Native
Spanish Fluent

Certificates

Certified Management Professional
2015
Management Association
Certified management professional with expertise in strategic planning and operational efficiency

Awards

Best Assistant Manager 2019
ABC Inc.
Awarded best assistant manager for outstanding performance and contributions to the company