

[Your Name]

Assistant Manager

[Your Email]

[Your Phone]

[City, State]

PROFESSIONAL SUMMARY

[Briefly summarize your experience, management style, and key strengths in 2-3 sentences. Example: Results-driven Assistant Manager with over X years of experience in team leadership, operations oversight, and customer relationship management. Recognized for excellent problem-solving, communication, and organizational skills.]

PROFESSIONAL EXPERIENCE

Assistant Manager *[Company Name], [Location] [Start Date] – [End Date]*

- Oversee day-to-day operations to ensure efficiency and productivity.
- Train, supervise, and evaluate staff performance.
- Assist in budget management, inventory, and reporting tasks.

[Previous Job Title] *[Previous Company], [Location] [Start Date] – [End Date]*

- [Achievement or responsibility]
- [Achievement or responsibility]

EDUCATION

[Degree] *[Institution Name], [Location] [Year]*

KEY SKILLS

Team Leadership

Customer Service

Budgeting

Problem Solving

Staff Training

Inventory Management

Communication