

# Rebecca Marsh

## Assistant Manager Resume

### AREAS OF EXPERTISE

*Employee management*  
*Driving performance*  
*Staff rotas*  
*Customer service*  
*Job allocation*  
*Staff appraisals*  
*IT literate*  
*Developing teams*  
*Health & Safety procedures*

### PROFESSIONAL

*First Aid Qualified*  
*French speaker*  
*German speaker*

### PERSONAL SKILLS

*Impeccably presented*  
*Strong character*  
*Winning mentality*  
*Professional mannerisms*

### PERSONAL DETAILS

*Rebecca Marsh*  
*Dayjob Ltd*  
*The Big Peg*  
*Birmingham*  
*B18 6NF*  
*T: 0870 061 0121*  
*M: 0087 222 9999*  
*E: [info@dayjob.com](mailto:info@dayjob.com)*

### PERSONAL SUMMARY

A talented and effective communicator who has an energetic approach to work and a friendly personality. Rebecca is committed to the development and growth of people, sales and profits. She has a strong desire to make a real and measurable difference to any company that she works for, and is more than willing to undertake on-the-job training. She is able to combine commercial insight along with her extensive experience to further grow any business. She has extensive supervisory and junior management experience, and as a hard working individual is prepared to put in long hours to ensure that a store hits its performance and sales targets. Right now she is looking to work for a company that has a national presence and which will offer her a unique place to work within their company.

### CAREER HISTORY

#### **Retail Store - Coventry**

ASSISTANT MANAGER      April 2009 - Present

Responsible for driving all areas of the business and for leading teams to deliver results. Also in charge of monitoring and driving a range of KPIs within a fast paced, high volume retail environment.

#### **Duties:**

- Working with the General Manager to improve operations, sales and profitability.
- Maximising profits by controlling labour costs and expenses.
- Continuously reviewing and managing team performance.
- Supporting the Store Manager in identifying opportunities for commercial advantage.
- Providing and exceptional in store experience for customers.
- Checking off and signing invoices and credit notes on a weekly basis.
- Managing staff training requirements.
- Delegate work and give tasks to individuals to do.

#### **City Centre Shop - Manchester**

TRAINEE MANAGER      May 2008 – March 2009

### KEY SKILLS AND COMPETENCIES

#### **Leadership & Managerial attributes**

- Capable of understanding detailed business process and procedures.
- Ability to work under pressure and meet targets.
- Able to build a working atmosphere that has energy, vitality and fun.
- Having a methodical & organised approach to work at both individual & team level.
- Writing accurate reports through the detailed analysis of data.
- Assisting with analysing sales figures to help future sales figures.
- Monitoring the campaigns of local competitors.
- Organising seasonal promotions and events.

### ACADEMIC QUALIFICATIONS

**Birmingham North University**      2005 - 2008

Retail Management      BA (Hons)

**Birmingham South College**      2003 - 2005

A Levels: Maths (B) English (A) Physic (C) Geography (A)

**REFERENCES** – Available on request.



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