

Maxine Curry

Assistant Manager

AREAS OF EXPERTISE

Client liaison
Prioritising efficiently
Employee engagement
Problem solving
Managing staff
Time management

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

An ambitious, promotion hungry and hard-working Assistant Manager who will keep standards high and complaints low by keeping a very close eye on every aspect of the business. Maxine is a service inspired professional who will not compromise for an easy life, instead she will work relentlessly to develop the highest standards in herself and in others. She is very confident in her ability to make a real difference to any existing operation that she joins. Right now she wants to work for a company where the staff are just as well looked after as the customers.

WORK EXPERIENCE

Company name – Location

ASSISTANT MANAGER Jun 2013 – Present

Responsible for inspiring the team to perform as one and for organising everything from sales strategies to team performance to building rock-solid relationships with customers.

Duties:

- Safeguarding the company's corporate image and credibility.
- Having the responsibility of being a key holder for opening up/close down of the store.
- Creating schedules to ensure adequate and efficient staffing at all times.
- Resolving any site complaints, problems or difficulties within the agreed time frame.
- Proactively managing staff absence, sickness and holidays.
- Recruiting, interviewing, hire, and training staff as required.
- Advising the Store Manager on staffing needs and personnel issues.
- Giving expert advice to customers in all areas of the store.
- Proactively build and maintain customer relationships.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Adapting to the varied demands of each day.
- Managing and improving the shops team personal performance.
- Excellent commercial acumen and a good grasp of figures.
- Willing to work at off-site promotional events, as well as evenings and weekends
- Maximising sales opportunities through the development of customer relationships.
- Excellent Administration skills with a high level of attention to detail.
- Positive, confident and friendly demeanour with high level of integrity.
- Confident in presenting to decision makers in both public and private organisations.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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