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## Assistant Supervisor Resume

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### Job Objective

Seeking dependable agency in which my Assistant Supervisor skills can advance and grow with the company.

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### Highlights of Qualifications:

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- Proficient with SAP system, NovaManage, RT-CIM and Microsoft Office
  - Strong customer services skills
  - Strong analytical, problem solving and troubleshooting skills
  - Flexible to work evenings, holidays and weekends
  - Ability to perform assigned work tasks without more than normal supervision
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### Professional Experience:

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Assistant Supervisor  
Promega Corporation, Harrisonburg, VA  
August 2005 to till date

- Analyzed and audited all daily cashier checkouts and provided recurring training when necessary.
- Analyzed and audited supervisor banks to ensure proper cash levels are on hand and balance.
- Ensured that all needed tools are available for cashiers to perform their duties.
- Ensured staffing levels continue to be adequate for the flow of traffic.

Assistant Supervisor  
Carnival Cruise Lines, Harrisonburg, VA  
June 2002 to July 2005

- Implemented production schedule.
  - Established and adjusted work assignments.
  - Consulted with manager regarding employee and performance management issues.
  - Communicated with different levels of employees and management within the organization.
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### Education:

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Bachelor's Degree in General Business  
Bates Technical College, Tacoma, WA

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