
Branch Supervisor Resume

Job Objective

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

Highlights of Qualifications:

- Strong Microsoft Office skills and familiar with computer systems
 - Excellent leadership and interpersonal skills
 - Excellent verbal and written communication skills
 - Ability to solve problems and make decisions
 - Ability to create and deliver presentations
 - Ability to handle multiple priorities and possess attention to detail
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Professional Experience:

Branch Supervisor
Kroll Factual Data, Lexington, KY
August 2005 to till date

- Handled day-to-day counter operations.
- Provided guidance to inside sales employees.
- Was responsible for the proper tracking and documentation of customer data.
- Planned facilities and ensured proper inventory levels are maintained.
- Increased operational effectiveness by having a significant impact on recruiting, training.

Branch Supervisor
Lobel Financial, Lexington, KY
June 2002 to July 2005

- Collaborated with manager in monitoring expenses and controlling costs to ensure a profitable branch.
 - Determined standards of performance as a basis to review progress of personnel assigned.
 - Recommended salary adjustments, transfers, promotions and dismissals.
 - Maintained and improved established sales ratios and other measures of performance.
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Education:

Bachelor's Degree in General Management
Portland State University, Portland, OR

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