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# GENERAL MANAGER ASSISTANT RESUME

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## Objective:

Seeking the General Manager Assistant position where I can apply my experience and efficiently contribute to the company's growth.

## Summary of Skills:

- Vast experience in Billing & Payroll
- Strong Computer skills: MS Office, Data entry, Internet Searching
- Ability to maintain relationships with associates, customers, vendors
- Effective decision making skills
- Strong problem-solving skills
- Excellent communication and effective listening skills
- Ability to work a flexible schedule

## Work Experience:

General Manager Assistant  
Ag 1 Source, Missoula, MT  
August 2005 to till date

- Assisted in the planning, budgeting, and execution of capital projects.
- Ensured that operational tasks are completed according to established guidelines.
- Inspected the interior and exterior of the building on a daily basis.
- Participated actively in system improvement and quality control initiatives.

General Manager Assistant  
Don Pablo's, Missoula, MT  
May 2000 to July 2005

- Assisted with the preparation of the annual budget.
- Controlled expenses including negotiating contracts.
- Authorized expenditures reviewing monthly profit and loss statement.
- Handled customer complaints.

## Education:

Associate Degree in Business Administration  
St. Francis University, Loretto, PA

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