

JC

# Joseph Corbin

## Assistant General Manager

Assistant general manager with a proven record of supervising department operations, managing staff, and implementing company policies. Hold a Bachelor's degree in Business Administration from the University of California, Berkeley, a Master's in Business Administration from Harvard Business School, and a Bachelor's in Hospitality Management from Cornell University. Demonstrated success in leadership roles at Bain & Company and PricewaterhouseCoopers, with significant achievements in improving efficiency and customer satisfaction.

## CONTACT



(123) 456-7890



email@example.com



LinkedIn



Seattle, WA 12345

## EDUCATION

- Bachelor of Business Administration

University of California, Berkeley, CA | May 2015

- Master of Business Administration

Harvard Business School, Boston, MA | June 2017

- Bachelor of Science in Hospitality Management

Cornell University, Ithaca, NY | May 2016

## KEY SKILLS

- Financial analysis and budgeting
- Operations management
- Policy development
- Strategic business planning
- Team leadership and motivation

## PROFESSIONAL EXPERIENCE

**Assistant General Manager** | Bain & Company, Boston, MA  
June 2017 - Present

- Supervised daily operations across multiple departments, increasing overall efficiency by 15%
- Hired, trained, and performance-managed a team of over 50 staff members, leading to a 20% increase in team productivity
- Implemented company policies and procedures, ensuring 100% compliance with all relevant laws and regulations

**Operations Manager** | PricewaterhouseCoopers, San Francisco, CA  
May 2015 - June 2017

- Led a team of 30 employees, fostering a positive work environment and boosting morale
- Conducted financial analysis and budgeting, resulting in a 10% reduction in unnecessary expenditures
- Improved customer service protocols, leading to a 25% increase in customer satisfaction ratings

## PROFESSIONAL DEVELOPMENT

**Certified Food and Beverage Executive (CFBE)** | American Hotel & Lodging Educational Institute

**Certified Hotel Administrator (CHA)** | American Hotel & Lodging Educational Institute

**Certified Manager (CM)** | Institute of Certified Professional Managers