

# TOM EDWARDS

## Branch Manager

1515 Pacific Ave, Los Angeles, CA 90291, United States

info@woodymedia.nl

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Place of birth ..... *San Antonio*      Driving license ..... *Full*

### LINKS

*[Resume.io](#), [Resume Viking](#)*

### PROFILE

*Detail-oriented Branch Manager with 6+ years' experience, proven history of improving production with employee morale-boosting initiatives. Service-orientated, deadline-driven, and an excellent record of acquiring recurring client contracts. Has a Bachelor's in Construction Management and will add value by generating new business development strategies to guarantee client territories' growth, essentially taking income to the next level.*

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### EMPLOYMENT HISTORY

❖ **Branch Manager, Takealot** ..... Jan 2017 — Jan 2021  
New York

*Responsible for recruiting, hiring, training, supervising, and developing branch staff to build solid team members, contributing to the branch's success and growth.*

- Managing HR functions, including interviewing, recruiting, counseling and corrective action, payroll, benefits administration, employee terminations, etc.
- Improving profitability with sales, negotiation, and forecasting; decreasing costs by refining training and decreasing unbilled overtime; negotiating account-wide rate increase, covering increased healthcare costs under ACA.
- Building and implementing a large plan to alleviate risk during antagonistic labor strikes at the client site increased income and client satisfaction.

❖ **Assistant Branch Manager, LinkedIn** ..... Jan 2016 — Dec 2017  
Edinburg

*Managing end-to-end processes, which include workforce planning, performance management, recruitment, and people management practices.*

- Creating marketing strategies, expanding existing customer sales, which resulted in a 129% increase in annual sales.
- Initiating and building new hire training programs, achieving the highest staff retaining rate in the district.
- Establishing business contacts/ networks, utilizing community events and activities.
- Making consistent outside sales calls, developing and deepening business relationships.
- Performing supplementary responsibilities as allocated by Management.

### EDUCATION

❖ **Institute of Certified Professional Managers** ..... Jan 2021 — Present  
*Certified Manager (CM) designation* Buffalo

❖ **University of Virginia** ..... Jan 2017 — Dec 2018  
*Bachelor's Degree in Business Management* Reston

- GPA: 3.8

- Majors: International Management, Operations Management.
- Minors: Small Business Management, Managerial Communications, Labor Relations, Entrepreneurship.
- Accolades: Deans List

**SKILLS**

Create operational plans .....	<i>Expert</i>	Cloud-Based Collaboration Platforms .....	<i>Expert</i>
Financial Management .....	<i>Expert</i>	CRM Systems .....	<i>Expert</i>
Quality Control .....	<i>Expert</i>		

**ACHIEVEMENTS**

❖ .....

- Established new business channels, pushing sales income from \$680,000 per year to \$1.9 million per year.
- Decreased Workers' Compensation costs by 37% yearly to execute safety training initiatives and employee wellness programs. Decreased inventory costs by 15% due to yearly trend analysis exercises. Discussed new service level arrangements with suppliers, causing a 20% decrease in material spending and saving \$110k per year.

**HOBBIES**

*Tennis, Basketball, Baseball*

**LANGUAGES**

Spanish .....	<i>Highly proficient</i>	Italian .....	<i>Highly proficient</i>
French .....	<i>Highly proficient</i>		