



# Tom Edwards

BRANCH MANAGER

## 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.*

## Employment History

### Branch Manager, Takealot, New York

JANUARY 2017 – JANUARY 2021

*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, Edinburg

JANUARY 2016 – DECEMBER 2017

*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

### Certified Manager (CM) designation, Institute of Certified Professional Managers, Buffalo

JANUARY 2021 – PRESENT

### Bachelor's Degree in Business Management, University of Virginia, Reston

JANUARY 2017 – DECEMBER 2018

- GPA: 3.8
- Majors: International Management, Operations Management.
- Minors: Small Business Management, Managerial Communications, Labor Relations, Entrepreneurship.
- Accolades: Deans List

## Details

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
[info@woodymedia.nl](mailto:info@woodymedia.nl)

DRIVING LICENSE

Full

PLACE OF BIRTH

San Antonio

## Links

[Resume.io](#)

[Resume Viking](#)

## Skills

Create operational plans

Financial Management

Quality Control

Cloud-Based Collaboration  
Platforms

CRM Systems

## Hobbies

Tennis, Basketball, Baseball

## Languages

Spanish

French

Italian

## 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.