

Tom Edwards, Branch Manager

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Place of birth	San Antonio	Driving license	Full
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LINKS	Resume.io , Resume Viking
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PROFILE	<i>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.</i>
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EMPLOYMENT HISTORY

Jan 2017 — Jan 2021	Branch Manager, Takealot	New York
	<i>Responsible for recruiting, hiring, training, supervising, and developing branch staff to build solid team members, contributing to the branch's success and growth.</i>	
	<ul style="list-style-type: none">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.	

Jan 2016 — Dec 2017	Assistant Branch Manager, LinkedIn	Edinburg
	<i>Managing end-to-end processes, which include workforce planning, performance management, recruitment, and people management practices.</i>	
	<ul style="list-style-type: none">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

Jan 2021 — Present	Certified Manager (CM) designation, Institute of Certified Professional Managers	Buffalo
Jan 2017 — Dec 2018	Bachelor's Degree in Business Management, University of Virginia	Reston
	<ul style="list-style-type: none">GPA: 3.8Majors: International Management, Operations Management.Minors: Small Business Management, Managerial Communications, Labor Relations, Entrepreneurship.Accolades: Deans List	

SKILLS	Create operational plans	Expert	Cloud-Based Collaboration Platforms	Expert
	Financial Management	Expert	CRM Systems	Expert
	Quality Control	Expert		

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.
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HOBBIES

Tennis, Basketball, Baseball

LANGUAGES

Spanish

Highly proficient

Italian

Highly proficient

French

Highly proficient