

TOM EDWARDS

BRANCH MANAGER

DETAILS

ADDRESS

1515 Pacific Ave
Los Angeles, CA 90291
United States

EMAIL

info@woodymedia.nl

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

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



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

Jan 2017 — Jan 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

Jan 2016 — Dec 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

Jan 2021 — Present

Bachelor's Degree in Business Management, University of Virginia

Reston

Jan 2017 — Dec 2018

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

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.