Assistant Manager Resume Example

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Objective:

Assist the manager in a company as Assistant Manager by providing administrative and management support.

Summary of Skills and Qualifications:

I have experienced in professional management career more than seven years. I have excellent managerial skills and leadership skills. I am able to handle last time orders and supervise daily works. I have effective decision-making skills. I have excellent communication skill both oral and written.

Key Competencies:

- Management principle
- · Business planning
- · Human resources development
- Assessing risk
- · Risk management

Working Experiences:

Assistant Manager, Smart Financial Company, New Jersey, 2008-present

I have been working in this company for more than three years. I manage some tasks include providing administrative support for general manager, managing schedule and daily operation, and assisting general manager's tasks. I also supervise staff in marketing department. I establish training program for human resources development. I give motivation training for improving work performance.

Achievement:

- · Established and applied innovative working strategy for staffs
- · Good cooperation with other staffs

Assistant Manager, RT Company, New Orleans, 2004-2008

I handled more than 50 employees in financial department. I was responsible for providing administrative support. I managed and organized schedule include appointment and meetings. I answered telephone and direct call inquiries. I created employee's target and motivated them to achieve it.

Educational Background:

Bachelor Degree of Management, Harvard University, 2003

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Congressional Record United States. Congress,1993 Traffic World's Questions & Answers ,1976 Vulnerability Management Park Foreman,2019-05-31 Vulnerability management VM has been around for millennia Cities tribes nations and corporations have all employed its principles The operational and engineering successes of any organization depend on the ability to identify and remediate a vulnerability that a would be attacker might seek to exploit What were once small communities became castles Cities had fortifications and advanced warning systems All such measures were the result of a group recognizing their vulnerabilities and addressing them in different ways Today we identify vulnerabilities in our software systems infrastructure and enterprise strategies Those vulnerabilities are addressed through various and often creative means Vulnerability Management demonstrates a proactive approach to the discipline Illustrated with examples drawn from Park Foreman s more than three decades of multinational experience the book demonstrates how much easier it is to manage potential weaknesses than to clean up after a violation Covering the diverse realms that CISOs need to know and the specifics applicable to singular areas of departmental responsibility he provides both the strategic vision and action

steps needed to prevent the exploitation of IT security gaps especially those that are inherent in a larger organization Completely updated the second edition provides a fundamental understanding of technology risks including a new chapter on cloud vulnerabilities and risk management from an interloper s perspective This book is a guide for security practitioners security or network engineers security officers and CIOs seeking understanding of VM and its role in the organization To serve various audiences it covers significant areas of VM Chapters on technology provide executives with a high level perspective of what is involved Other chapters on process and strategy although serving the executive well provide engineers and security managers with perspective on the role of VM technology and processes in the success of the enterprise

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