

Center Production Coordinator

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Objective

As a Center Production Coordinator, responsible for Ad-equating communication skills with a passion for language and assisting others, Highly effective at prioritising and handling deadlines. Quickly adaptive to a variety of work environments and manoeuvring within computer systems, communicating both written and verbally with Spanish, Effective ability to working in a fast pace work environment while maintaining organisation.

Skills

Web Development, Photoshop, Adobe Illustrator, Linux, Windows, Mac OS X, Microsoft Office, Customer Service.

Work Experience

Center Production Coordinator

ABC Corporation - 2008 - 2010

- Tracked and logged in all production jobs.
- Responsible for ensuring quality during and after production process.
- Coordinated pick-up and delivery of customer orders.
- Provided customer service, including anticipating customer needs, suggesting alternatives and problem solving, and was able to satisfy those needs with a minimum amount of supervision.
- Operated the Point of Sale terminal (POS), handled money and made change.
- Took in customer orders, gave pricing information, performed consultative selling to customers, and explained the benefits of digital printing technology to customers.
- Collated, sorted and organized customer orders.

Center Production Coordinator

Delta Corporation - 2006 - 2006

- Prepared orders for clientele in a timely manner -Sustained a clean and organized work area for customers -Insured record at end of day had correct .
- Central Columbus Branch Provide excellent customer service Manage production workflow of the store Maintain quality assurance Operate large .
- In charge of customer care, order taking and order production.
- Center Production Coordinator (CPC) delivers a consistent and positive customer experience.
- The CPC is required to operate a wide variety of equipment, assist customers, communicate effectively, manage the production queue, produce output .
- Other responsibilities include anticipating customer needs, suggesting alternatives, problem solving, consultative selling, equipment set-up, .
- Great customers to seek what their visit is for the day such as shipping, packing, pick up packages, faxing, scanning, computer use, sales, cashier, .

Education

Diploma