

# CHARLOTTE HARRIS

## Copy and Print Associate/Team Lead

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🌐 www.qwikresume.com



### PROFESSIONAL SUMMARY

Accomplished Copy and Print Associate/Team Lead with 7 years of experience in delivering high-quality print solutions and exceptional customer service. Proven expertise in managing complex print projects, optimizing workflows, and enhancing client satisfaction. Committed to driving operational excellence and fostering a collaborative team environment.

### WORK EXPERIENCE

#### Copy and Print Associate/Team Lead

WidgetWorks Inc.

📅 Mar / 2021-Ongoing  
📍 Denver, CO

- 1. Oversee all aspects of print projects from initiation to delivery, ensuring quality and efficiency.
- 2. Utilize advanced printing techniques and software to enhance project outcomes.
- 3. Maintain equipment and troubleshoot technical issues to minimize downtime.
- 4. Collaborate with clients to understand their needs and provide tailored print solutions.
- 5. Implement quality control measures to uphold high standards in all print jobs.
- 6. Manage inventory levels and order supplies to ensure uninterrupted operations.
- 7. Coordinate with team members to optimize workflow and improve service delivery.

#### Copy And Print Associate

Silver Lake Enterprises

📅 Mar / 2018-Mar / 2021  
📍 Seattle, WA

- 1. Produced high-quality copies, posters, and promotional materials within tight deadlines.
- 2. Maintained a well-stocked and organized copy center to enhance efficiency.
- 3. Managed cash register operations and processed transactions accurately.
- 4. Consistently met and exceeded customer expectations through excellent service.
- 5. Ensured timely production of print materials while adhering to quality standards.
- 6. Utilized Adobe Photoshop and Elements for design and layout tasks.

### EDUCATION

#### Associate of Applied Science in Graphic Design

Tech Valley Community College

📅 Mar / 2015-Mar / 2018  
📍 Phoenix, AZ

Focused on graphic design principles, print production techniques, and digital media.

### SKILLS



### ACHIEVEMENTS

- 🌟 Increased print service efficiency by 25% through streamlined processes.
- 🌟 Achieved a 98% customer satisfaction rating by implementing feedback systems.
- 🌟 Reduced project turnaround time by 30% while maintaining quality standards.