

# Copy Center Manager

# ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Seeks to obtain a Position In a growing Company. Abilities Over 10 years of customer service Excellent written and verbal communication skills, with an eye for detail Extremely productive in a high volume, high stress, environment Proficient in the use of all doc tech imaging copiers, and desktop computers.

## Skills

Microsoft Office, Math Aptitude Strong Speaking, Writing, And Listening Excellent Customer Service Exceptional Problem Solving.

## Work Experience

### Copy Center Manager

**ABC Corporation** - September 1996 - March 2008

- Read job orders to determine the type of work to be done, the quantities to be produced, and the materials needed.
- Operate office machines such as high-speed business photocopiers, reader/scanners, addressing machines, stencil-cutting machines, microfilm reader/printers, folding and inserting, bursting, and binder machines.
- Place original copies in feed trays, feed originals into feed rolls, or position originals on tables beneath camera lenses.
- Compute prices for services and receive payment, or provide supervisors with billing information.
- Sort, assemble, and proof of completed work.
- Set up and adjust machines, regulating factors such as speed, ink flow, focus, and the number of copies.
- Monitored machine operation, and make adjustments as necessary to ensure proper operation.

### Copy Center Manager

**Delta Corporation** - 1994 - 1996

- Maintain and manage copy room staff.
- Duties included delivering mail, restocking supplies, ordering paper for all firm copiers, and coordinate with outside vendors.
- Made copies for a team of lawyers Handled the runners schedules.
- Received and distributed mail and copies.
- Supervise operations and provide customer service at the three retail copy centers on Auraria Campus.
- Hire, train, and supervise employees to deliver excellent customer service and perform administrative duties.
- Make copies and create documents for customers Maintain equipment records (meter reading, toner supplies, repairs) Place UPS shipping.

## Education

Practical Nursing - 2009(Piedmont Virginia Community College - Piedmont, VA)