

# ROBERT SMITH

## Impress Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

A positive, dedicated, and motivated team player with the ability to work with a high level of autonomy. In addition, am eager to learn and an innovative thinker. Experienced in handling confidential materials and completing multiple projects with critical deadlines.

### CORE COMPETENCIES

Microsoft Office, Office Equipment, Customer Service, Telephone.

### PROFESSIONAL EXPERIENCE

#### Impress Supervisor

**ABC Corporation - 2015 – 2015**

##### Key Deliverables:

- Oversaw the printing department and Internship as Manager-on-Duty.
- Prepared department schedules, supply orders, and managed payroll costs based on department monthly profit & loss.
- Encouraged and provided outstanding customer service to internal and external customers for on-time, efficient and accurate production; assisted customers by creating, manipulating, and editing desktop publishing applications.
- Managed customers specialty orders provided by various vendors, in addition to resolving all order issues directly with the vendors.
- Ensured daily communications relaying store/corporate information to all team members, using huddle meetings and radio devices; maintained Production Communication Log.
- Opened and/or closed retail site and cash control procedures.
- Cross-trained store employees on basic ordering procedures, machine operation, and repairs.

#### Impress Supervisor

**Delta Corporation - 2007 – 2010**

##### Key Deliverables:

- Manage the appearance and structure of the department Delegate tasks and train employees to provide excellent customer service Make recommendations .
- Print Center Supervisor ensuring customer jobs were being completed on time and with the highest quality, providing training to new associates and .
- Include comping over our previous years sales, increasing desktop publishing sales over 150%, developing long lasting and profitable relationships .
- Store Level Supervisor running and maintaining the store, opening and closing the store, counting closing drawers and depositing into the safe at .
- Include having a high attach rate for selling extended service plans, cross selling across the store, providing excellent customer service for new .

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- Print and Document Services) Successfully managed the on-site printing, copying, and binding services center within OfficeMax store Responsible for .
- Print Large format pictures Designed using, Photoshop, Publisher Order online Product Over see Inventory.

### EDUCATION

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