

ROBERT SMITH

Impress Supervisor

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

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

GED

