

# 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](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

## Photo Lab Associate

### SUMMARY

Over 8 years of experience with the public, proven skills in solving customers problems, confident, self motivated in making decisions, organized, and able to meet deadlines.

### SKILLS

customer awarness, leadership, time management, work ethic, excellent verbal and written commuication.

### WORK EXPERIENCE

#### Photo Lab Associate

ABC Corporation - March 2016 - September 2016

- Performed on a daily basis, but they were always changing.
- Worked in the photo lab first and foremost, and mostly helped customers work the kiosks to print out their photos, ran the big printers and other machines in the back of the lab and was in charge of making sure they were cleaned out and running correctly.
- Recycled most of our waste, so had to make sure that our trash went into the correct bins at the end of the night.
- Answered phone calls and called customers regarding photos that they may have forgotten about, and I ran a cash register to ring people out for their photos.
- Zoned isles in the grocery department to tidy them up and bring down inventory that could go up on the shelves to keep everything full.
- Helped out the electronics department out a lot when they were going to break or were short on people, would help customers find what they needed, answer any question to the best of my abilities, and run a cash register.
- Started out with 30-33 hours a week, and after a few months, they cut everyone down to 23 hours a week and if you went over that, they made us take longer lunches than we were scheduled in order to even out the hours.

#### Photo Lab Associate

Delta Corporation - 2014 - 2016

- As a photo lab associate, I ensured that the photographic negatives submitted to our lab were developed and processed correctly.
- This included but was not limited to the development of digital film and photo rolls into hard copies of photographs; and enlarging, refocusing or .
- Provided high-quality customer service with a goal to exceed the needs of the customer and management; cross-trained in various departments .
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- Handles orders in a timely fashion, while keeping the Photo Centre work area safe and zoned for customers.
- assists customers and maintains modular and feature presentations.
- Process 1-hour and online photo orders, assist with self-service photo kiosks, use cash register, assemble photo products, stock and service .

### EDUCATION

Diploma in General - 2009(Herrin High School - Herrin, IL)