

JACKSON TURNER

Print Center Associate

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Dedicated Print Center Associate with 2 years of experience in managing print production processes and providing exceptional customer service. Skilled in operating printing equipment, ensuring quality control, and maintaining inventory levels. Committed to enhancing client satisfaction through effective communication and timely project completion.

WORK EXPERIENCE

Print Center Associate

📅 Mar / 2024-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Adjusted digital files for optimal print quality by modifying fonts, graphics, and colors.
2. Utilized printing software to download and prepare files for production.
3. Reviewed job orders to confirm specifications, quantities, and special instructions.
4. Configured production settings in automated printing systems to ensure efficiency.
5. Maintained accurate records of production times and job statuses.
6. Monitored and replenished inventory levels to ensure uninterrupted operations.
7. Processed customer payments accurately and efficiently.

Print Center Associate

📅 Mar / 2023-Mar / 2024

Cactus Creek Solutions

📍 Phoenix, AZ

1. Executed various printing projects, ensuring adherence to quality standards.
2. Demonstrated meticulous attention to detail in handling time-sensitive graphic design and printing tasks.
3. Collaborated effectively with team members to ensure timely project completion.
4. Provided high-volume printing and faxing services to meet customer needs.
5. Managed cash register operations, including sales tracking and customer interactions.
6. Facilitated effective communication with customers to fulfill custom orders.

EDUCATION

Associate of Science in Graphic Design

📅 Mar / 2022-Mar / 2023

City College of New York

📍 Denver, CO

Focused on design principles and print production techniques.

SKILLS

Print Production



Effective Multitasking Abilities



Proficient In Microsoft Office Suite



Skilled In Microsoft Publisher



ACHIEVEMENTS

- 🌟 Achieved a 20% increase in print order accuracy by implementing quality checks.
- 🌟 Successfully managed high-volume printing tasks, meeting tight deadlines consistently.