

Robert Smith

Printer Technician I

PERSONAL STATEMENT

Meticulous individual who is excellent at juggling multiple tasks and working under pressure. Organized, independent worker with strong time-management skills.

WORK EXPERIENCE

Printer Technician I

ABC Corporation - July 2013 - July 2014

Responsibilities:

- Developed reputation as an efficient service provider with high levels of accuracy.
- Investigated and resolved customer inquiries and complaints in a timely and empathetic manner.
- Repaired and calibrated equipment using precision measuring instruments.
- Diagnosed mechanical problems and determined the best ways to correct them.
- Followed routine and preventative maintenance checklists.
- Logged detailed and thorough records of maintenance performed.
- Worked closely with equipment maintenance engineers and technicians.

Printer Technician

Gordon Flesch - 2012 - 2013

Responsibilities:

- I install printer in offices as well as in the factory during production.
- Answer phone calls, trouble shoot various printer and computer issues and deliver toner to printers.
- Additionally, I maintain several databases that help to track printer locations and networking information, order toner and track individual printer repair logs.
- I built up a database for every printer at Honda that tracked various information about the printer type, what toner they took, their location and maintained that information whenever an update is needed.
- Also helped to set up protocols and training material for various printer and networking issues.
- Skills Used Excellent communication skills, creating spread sheets in Microsoft Excel and training material in Microsoft Word, printer repair and installation.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Associate of Business Administration in Business - (Surry Community College - Dobson, NC)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Graphic Designer,
Customer Service.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)