

# ROBERT SMITH

## Printing Specialist

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

As a Printing Specialist, responsible for Loading paper, placing original copy of master plate onto press, making a trial run, inspects copies, adjusting settings and printing required number of copies according to order specifications.

### SKILLS

Monitoring Skills, Planning Skills, Printing Skills.

### WORK EXPERIENCE

#### Printing Specialist

ABC Corporation - March 1993 – October 1994

- Answered telephone calls to answer questions, and provide information during non-business hours or when switchboard is closed.
- Served as a principal source of information to clients on style, format, ink and type selection, and layout.
- Determined methods and materials for production.
- Scheduled, set-up, operated and maintained machinery for the production of printed material through typesetting, binding, lithography, and specialized offset printing.
- Monitored jobs for accuracy, completeness, quality, and timeliness.
- Ensured, finished products comply with job request specifications.
- Performed additional functions incidental to printing activities.

#### Printing Specialist

Delta Corporation - 1990 – 1993

- Improved overall quality of printing by 25% Organized, ordered, and maintained supplies Interfaced with managers and customers.
- Responsible for over 100 orders each week Suggested new machinery which increased production by 20% Purchased supplies and prepared job quotes.
- Provided printing services to personnel and store clients, and maintenance and troubleshooting of film and digital processing equipment.
- Performed retouching, restorations, scanning, and copy-work of a variety of media formats.
- Processed printing orders for an international financial printing company.
- Garment printing cotton and dye sublimation on polyester shirts Basic knowledge working with Corel Draw.
- Helping customers within the store as well as other employees when need be.

- Associate In Printing