

ROBERT SMITH

Post - Production Specialist

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

SUMMARY

Great Team Player Seeking Great Company. Dependable, Loyal results-oriented manufacturing professional with demonstrated adaptable skills.

CORE COMPETENCIES

Management experience, Customer service, administrative experience.

PROFESSIONAL EXPERIENCE

Post - Production Specialist

ABC Corporation - February 2014 – October 2014

Key Deliverables:

- Operate cash registers/POS Systems to accept payment from customers Maintain sanitation, health, and safety standards in work areas.
- Clean food preparation areas, cooking surfaces, and utensils.
- Verify that prepared food meets requirements for quality and quantity Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Clean and sanitize work areas, equipment, utensils, dishes, or silverware.
- Store food in designated containers and storage areas to prevent spoilage.
- Take and record temperature of food and food storage areas such as refrigerators and freezers.
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.

Production Specialist

ABC Corporation - 2010 – 2014

Key Deliverables:

- Responsible for the operation and maintenance of Data General mainframe and mini-mainframe computers, IBM and compatible pcs, Xerox 9700 and 3700 high speed laser printers, impact printers, bursters, Pitney Bowes inserters, heat sealers and other various office equipment.
- Installed and configured telecommunications equipment which included Codex 6740s, 3700s, 2660s and rack modems.
- Trained and supervised personnel of three-shift operation.
- Generated, printed and distributed reports.
- Performed shipping, receiving, purchasing, and inventory control.
- Supported end-users of pc-based payroll software.
- Interacted daily with clients and customer service representatives to resolve product, hardware, software, and service problems.

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EDUCATION

- High School Diploma - (AIRPORT HIGH SCHOOL West Columbia - West Columbia, SC)