

JESSICA CLAIRE

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☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

HIGHLIGHTS

- Knowledge of ISO standards
- Skilled with electric pallet jacks
- Maintained paper stock materials
- Expert in supply management
- Detailed oriented
- Superb visual acuity
- Reliable
- Flexible

EDUCATION

Park Hill School
Kansas City North, MO • 1989
High School Diploma

SUMMARY

- 16 years in printing industry
- 8 years leading the print operations department

EXPERIENCE

Ricoh Americas Corporation - Digital Print Operator
Troy, MI • 02/2010 - 09/2014

- Processed 200-300 pdf files into print documents
- Maintained internal paper stocks
- Engaged adequate productivity by setting and enforcing deadlines
- Examined printed copy for correct ink density (paper position & registration)
- Fulfilled customer requests for print materials

Asahi Kasei America - Electrician
Athens, AL • 2004 - 02/2010

- Knowledge of all aspects of residential building electrical services
- Installed circuits according to National Electrical Code
- Experienced with installing electrical devices and fixtures
- Conducted trouble shooting electrical problems for residential facilities
- Installed major appliances
- Skilled with power tools

Tailored Brands - Mail Room Administrator
Plainview, NY • 10/1994 - 11/2004

- Fulfilled requests for customer investment information from AS400 mainframe
- Experienced with IBM, Xerox and Cannon printers
- Scheduled and performed preventative maintenance on printer equipment
- Coordinated the resolution of back office issues
- Hand assembled and quality checking