

ROBERT SMITH

Associate Head Photo Specialist

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

SUMMARY

Head Photo Specialist is to become a vital part of a rewarding work environment within the healthcare field helping people.

CORE COMPETENCIES

Management, Organizing.

PROFESSIONAL EXPERIENCE

Associate Head Photo Specialist

ABC Corporation - December 2009 – October 2013

Key Deliverables:

- Responsible for Management of Photo Center.
- Maintains film and paper processors.
- Orders photo expense items Check in vendors.
- Prepares invoices and shipping documents.
- Informs customers by telephone of order information.
- Receives payment by cash, check, credit cards, or automatic debits.
- Issues receipts, refunds, credits, or change due to customers.

Head Photo Specialist

Delta Corporation - 2006 – 2009

Key Deliverables:

- Worked in sales and customer relations Maintained sales floor design and layout Managed inventory and purchase records .
- Responsible for maintaining inventory for One Hour Photo Lab Customer film development/purchase records Responsible for establishing training for new .
- Successfully supervised and delegated to team members daily lab needs, data entry, provided excellent customer service, answered multi-line phones .
- Maintained all minor maintenance to machines Did all department produce ordering Responsible for all department goals/bodies.
- Stocked cooler, photo supplies, and cleaned photo machines according to OSHA guidelines Created visual displays for photo promotions and new products .
- Customer service, merchandising, cash handling, solely responsible for training new employees in the photo lab, time management, multitasking, in .
- November 2013 - Current Maintain neatness of the photo lab Complete day-to-day task, including inventory Direct day-to-day task completed by Photo .

EDUCATION

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High School Diploma in Honor Graduate - (SUMTER HIGH SCHOOL - Americus, GA)

