

ROBERT SMITH

Head Photo Specialist I

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

To secure a challenging Head Photo Specialist position in the field of media with an interest in designing and manufacturing.

EXPERIENCE

Head Photo Specialist I

ABC Corporation - 2006 - 2012

- Supervised employees with the given tasks and also trained employees for better handling of customers.
- Partnered with experts in the field of Photographic Imaging to gather the best and updated process and technology creating business requirements documents, test scripts & user guides.
- Verified accuracy of every expense with the financial procedures, policies, and other contractual requirements of the company before entering payment stream.
- Managed the development and implementation of check facilities Collected data from internal and external data sources.
- Completed transaction by dispensing appropriate amount of cash Handled highly confidential material and matters with extreme professionalism Balanced cash draw at the end of the day, process credits and debits in daily transactions Always making recommendations to improve organization and have faster work flow.
- Organized production floor for more efficient operator workflow.
- Increased production capacity, standardize operator everyday activities, and created one-piece flow.

Head Photo Specialist

Delta Corporation - 1999 - 2004

- Operating and performing maintenance on several machines in the photo department, ordering photo supplies and making sure .
- Also help to maintain the on hand counts in the store, assist in building displays and over all condition of the store.
- Understanding and maintaining photo machinery, providing excellent customer service, cleanliness, punctuality.
- Promoted to department head after 1 year of employment.
- Was in charge of processing film, keeping the lab clean stocking the shelves and assisting customers when need.
- Created displays and maintained a clean work area Kept inventory of the cooler Restocked shelves and worked truck orders.
- Customer Service Increase Sales Customer Retention Oversee activities directly related to making products or providing services.

EDUCATION

- B.S. in Mechanical Engineering Technology - (New Jersey Institute of Technology - Newark, NJ)

SKILLS

Microsoft Office, Customer Service.