1. Minimized financial discrepancies by accurately analyzing report data and devising appropriate solutions.
2. Managed escalated customer orders to meet aggressive deadlines and special orders.
3. Implemented time-saving methods, which enabled photo lab to run more efficiently.
4. Managed photo lab inventory, placing orders for toner, ink and paper when supplies were low.
5. Performed opening and closing procedures to keep operations running smoothly.
6. Provided high level of assistance to customers regarding special photo projects.
7. Accepted and completed in-person and online orders for photographs and photo merchandise.
8. Trained employees on proper procedures for handling money, printing photographs and restocking supplies.
9. Maintained lab printers and processing equipment, ensuring proper functioning for each shift.
10. Updated tags, displays and signage for special promotions.
11. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
12. Handled [number] calls per [timeframe] to address customer inquiries and concerns.
13. Handled negative and photo processing, typically exceeding [Number] prints per week.
14. Resolved problems, improved operations and provided exceptional service.
15. Received and processed stock into inventory management system.
16. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
17. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
18. Served customers in a friendly, efficient manner following outlined steps of service.
19. Led [type] team in delivery of [type] project, resulting in [result].
20. Drove operational improvements which resulted in savings and improved profit margins.