1. Converted various types of files for printing or for Internet using computer software.
2. Satisfied project requirements and customer demands by creating high-quality layouts for manuals, newsletters, posters and brochures.
3. Operated high-volume copiers, large and small laminators and binding and finishing machines to finalize [Number] projects per week.
4. Organized photo libraries by product codes to allow for quicker search results.
5. Performed design, layout, and typesetting of publications, office forms and various other projects to optimize designs and production strategies.
6. Checked preliminary and final proofs for errors and made necessary corrections.
7. Prepared cost proposals and business-solution packages for clients with professional layouts covering [Type] and [Type] information.
8. Established project archive management system, enabling staff to locate resources directly and with ease.
9. Managed team of [number] employees, overseeing hiring, training, and professional growth of employees.
10. Prepared sample layouts for approval using computer software.
11. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
12. Designed templates, headers and footers, multi-column documents, tables and charts for [Area of expertise] needs.
13. Proved successful working within tight deadlines and fast-paced atmosphere.
14. Completed minor preventative maintenance and mechanical repairs on equipment.
15. Created plans and communicated deadlines to ensure projects were completed on time.
16. Received and processed stock into inventory management system.
17. Identified issues, analyzed information and provided solutions to problems.
18. Worked with [type] customers to understand needs and provide excellent service.
19. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.
20. Collaborated with [department or management] to achieve [result].