

## **JOE S. DOE**

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Washington DC 20000

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### **CAREER OBJECTIVE:**

To obtain a challenging position complimentary to my current records experience with advancement opportunities.

### **COMPUTER SKILLS:**

Microsoft Office 2007, Adobe Acrobat Professional 7, HTML, Microsoft Windows XP.

### **OFFICE EQUIPMENT:**

Xerox Doc 250, Cannon 5070, HP Z6100, Oversize GBC Laminator, Digital Titian Cutter, GBC Binding Equipment, Multi-line Phone Systems, Epson 2840 Scanner and Facsimile

### **Major National Office Services Company - Washington, DC –10/08 - 9/09**

#### *Production Coordinator*

- Document creation and file set-up utilizing the digital production workflow of color and black and white customer documents.
- Large format color and black & white sign and graphic production and finishing
- Operates binding and other auxiliary equipment to offer an array of finishing services
- Maintains equipment and supplies, including cleaning, repairing, equipment set-up, operation and routine maintenance.
- Provides customer service and support, anticipating customer needs, suggesting alternatives, problem solving and performs multiple task simultaneously.
- Takes customer orders, provides pricing information, performs consultative selling to customers, and explains the benefits of digital printing technology to customers.
- Adheres to copying protocol (copyright law, confidentiality, and careful handling of original documents)
- Effective business communication with customers through a variety of channels- counter, email and phone.

### **Document Services Outsource Company - Washington DC – 2/08 – 5/08**

#### *Document Service Representative – Document Company PLLC*

- Faxing, copying, laminating, binding and distributing various legal documents and filings.
- Sorting, organizing and handling firm wide mail delivery every hour on the hour.
- Responsible for preparing outgoing FedEx/UPS shipping labels as well as hand delivering certified mail and express mail packages to the post office as required.
- Provided routine maintenance and support for fax machines and printers throughout the firm.
- Processed daily file request for the records department.

### **Prestigious Legal Serices Outsource Company - Washington DC - 8/07–1/08**

#### *Document Service Representative – Prestigious Law Firm LLP*

- Faxing, copying, laminating, binding and distributing various legal documents and filings.
- Sorting, organizing and handling firm wide mail delivery every hour on the hour.
- Responsible for preparing outgoing FedEx/UPS shipping labels as well as hand delivering certified mail and express mail packages to the post office as required.
- Provided routine maintenance and support for fax machines and printers throughout the firm.

### **Same Prestigious Legal Services Outsource Company -Washington DC - 2/06 – 1/07**

#### *Document Service Representative – Another Prestigious Law Firm LLP*

- Utilized “File Surf” software in accordance with firm procedures for client matter numbering and records naming to ensure correct file identification, logging and organization of all records materials.
- Sorting, organizing and handling firm wide mail delivery on an hourly schedule.
- Faxing, copying, laminating, binding and distributing various legal documents and filings.
- Provided routine maintenance and support for fax machines and printers throughout the firm.

### **EDUCATION:**

**University of the District of Columbia**, Washington DC

Anticipated Graduation Date: May 2011

General studies leading to a Bachelor of IT – Information Technology

**PEOPLE SKILLS:** Quick learner, great attitude, good aptitude, takes initiative beyond routine responsibilities, and able to adapt to any situation.