**Glenn V. McDonnell**

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**Career Summary:**

Detail-oriented, organized and well-experienced Xerox Operator with extensive background in photocopying documents. Adept at separating original and xerox papers for multiple clients, troubleshooting minor issues in xerox machine, and ordering inventory stock as necessary. Capable of handling stressful situations and possess exceptional interpersonal skills.

**Summary of Skills:**

* Extensive working knowledge of operating Canon Photocopy machine
* Familiar with reprographics, including reproducing the document content using scanning, photography, xerox, and digital printing
* In-depth information of repair and maintenance of photocopy machine, and ability to replace the damaged parts
* Ability to sort documents, assemble files by maintaining a spreadsheet to avoid mixing of various orders
* Expertise in managing regular and colored photocopy requests by customers, and give properly xeroxed documents to clients
* Capable of handling work pressure and possess flexibility to complete assigned tasks
* Sound organizational and communication skills

**Work Experience:**

Xerox Operator

Solopress Solutions, Blackwood, NJ

August 2017 – Present

* Working with 3+ Canon Photocopy machine simultaneously to complete daily xerox orders from local newspaper vendors
* Supervising 2 assistants to help in printing digitally attractive pamphlets and making colored photocopies for a local entertainment show
* Monitoring working of the photocopy machine to identify issues, and scheduling timely repairs for effective functioning
* Setting up xerox machines for adjusting factors like speed, cartridge ink flow, number of copies before photocopying documents
* Sorting orders manually to avoid mixing of customer documents by writing names, and typing the requested format in spreadsheet
* Completing urgent orders by doing record 100+ photocopies in 2 hours as requested by the local community college during exams
* Collecting payment in cash or card for photocopied

Xerox Operator

Atrium Print Center, Blackwood, NJ

March 2015 – July 2017

* Read customer orders to determine the type of photocopy needed – regular or colored, number of documents or report generation
* Handled sorting of the photocopied documents and wrote identifying information such as titles or page numbers for proper understanding of the customers
* Placed original documents in the feed trays by aligning them in proper position to give proper photocopies to customers
* Assessed photocopies with original papers to identify missed sheets or improper prints to give properly xeroxed documents to customers
* Monitored photocopy machine's operation to find out issues, and scheduled repairs for the damaged parts as necessary
* Assessed inventory stock to check about blank papers, cartridge ink of the machine, and placed orders with the vendors
* Organized documents for photocopy from various customers by maintaining an Excel sheet, and writing the owner's name to avoid misplacement of confidential files

Typist (part-time)

Lauden Services, Blackwood, NJ

October 2013 – February 2015

* Transferred data from paper formats to digital formats by typing 10+ documents per day
* Typed and proofread various documents, including correspondence letters, and response mails
* Successfully operated typewriter or computer to type the assigned documents, and completed assigned tasks before deadline
* Transcribed documents from dictated tapes and performed editing on them to remove grammatical errors, typos, and spelling mistakes
* Assisted to take digital color printouts of the documents, and handled photocopy of the statistical pages as requested by the clients
* Adjusted content according to the standard page format, and revised data before sending the documents for photocopy
* Maintained an up-to-date spreadsheet about the documents to reduce duplication, determine the desired format, number of copies required, priority and other requirements

**Education:**

* High School Diploma
Camden County College
2012

**Certification:**

* Diploma in Office Management – Camden County College, 2013
5-Weeks course in Speed Typing and Computer Keyboarding, 2013

**Reference:**

On request.