

Margriet Situmeang

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Dedicated professional with 10 plus years of experience in providing outstanding support to printing industry seeks administrative/management position within school district's system

SUMMARY OF QUALIFICATIONS

- Experience in providing recommendations to customers and vendors regarding graphics/print options available and up-selling when applicable.
- Demonstrated expertise in diverse areas, including data-entry, telephone support, and customer service and continually recognized with positions of increasing responsibility for outstanding work ethic.
- Major strengths include being a strong team player, competent and attentive to detail, having dutiful respect for compliance in a regulated environment, as well as possessing supervisory skills including scheduling, training, and performing other administrative tasks.
- Able to coordinate and complete multiple projects in deadline-oriented environment.
- Possess thorough knowledge of computer and Internet.

PROFESSIONAL EXPERIENCE

Bank of America, Ontario, CA

09/2007 - Present

Proof Operator

Primarily responsible for overseeing the processes and transactions which help Bank of America maximize profitability and minimize risk, include uses "10 keys" data-entry skills to operate a proof machine that encodes and endorses checks, deposit tickets and other financial documents.

Creative Image Enterprise, El Monte, CA

08/2005 - 07/2007

Assistant Production Manager

Responsibilities include coordinating printing schedule for the most efficient use of the presses based on complexity of the jobs, inquiring vendors for customary pricing and communicating effectively with the customers, supervising and delegated staffs in productions overflow, handled incoming calls and greeted visitors in professional, friendly manner.

Mac's Printing, El Monte, CA

11/1996 - 08/2005

Prepress Artist

Responsibilities include typeset, compose layout for printing, proofreading and communicating with customers regarding specification and modification to the print order, responsible for CTP production, including file opening and laying out for the best fit on DigiPlate for the specific press scheduled for the job, maintain supplies necessary for digital copiers and perform calibration necessary for the color equipment. Scheduling service calls for machine as necessary.

EDUCATION

Chaffey College, Rancho Cucamonga, CA

01/2006 - Present

Extensive and continuing coursework in Business Administration

COMPUTER SKILLS

Proficient in Microsoft Word, Excel and Power Point, Explorer, Acrobat, Adobe programs, Quark, Corel, E-mail, Application Management.

KEYWORDS

Administration, Office Manager Assistant, General Office Duties, Schedules, Customer Service