

KONSTANTINE B.

Contact: bhiggins@qbitti.com

OBJECTIVE: To obtain a Copy Operator/Equipment Technician position.

SUMMARY OF QUALIFICATIONS

Over six years of experience in office equipment repair and preparing presentation materials. One year of experience as a Photo Copier Technician. Strong customer service and problem solving skills with excellent attention to details. A proven record of working independently and as a team member to accomplish company goals. Knowledgeable in basic computer programming (Basic, QBasic, and C Languages), graphics design (printers, spiral binding machine, heat presses, layout and design), and computer networking (preparing for A+ certification).

TECHNICAL SKILLS

Copiers: Mita Ai-3010, Xerox-XDL23, Canon 400s/330 Image Runner, Toshiba E-Studio 45/250/550, Gestetner-5306L and Ricoh-F3713,

Black/White and Color Copiers: Canon Image Runner-C3100 and Canon Color Laser Copier 1120

Printers: HP 3/4 Series, HP-5n/4000tn, 4050n, 4300dtn, Ricoh-Aficio AP400n, Panasonic Panafax, UF-8000 and Toshiba-DP120F.

Color Printers: HP-4500n and HP-4650n.

RELEVANT PROFESSIONAL EXPERIENCE

5/2004 – 10/2010 COPIES PLUS CENTER QUEENS VILLAGE, NY

Part-time Copy Machine Operator

- Copied and printed documents as per customer orders.
- Laminated documents as per customer specifications.
- Used measurement devices to design marketing materials (i.e. raffle tickets, business cards)
- Designed banners, posters and fliers using Microsoft Word and Print Master versions 12-17.
- Utilized Heat Press and Spiral Binding machines to produced presentation materials for commercial businesses (i.e. T-shirts, mugs, tote bags).

WORK EXPERIENCE

1993 - 1995 LIESOR'S LIQUORS FLUSHING, NY

Stock Clerk

1989 - 1993 WACKENHUT CORPORATION COLLEGE POINT, NY

Security Guard

EDUCATION

4/2011 QBI: THE TRAINING INSTITUTE LONG ISLAND CITY, NY

Electronic Office Equipment/Photocopier Repair Technician Certificate

1985 NEW YORK STATE EDUCATION DEPARTMENT NEW YORK, NY

General Equivalency Diploma