

Jaime Watson

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OBJECTIVE: I am a team player with excellent organizational skills who is seeking a position with opportunity for growth.

SKILLS: Ability to meet deadlines and complete task with excellence.
Proficient on IBM and Mac platforms.
Knowledgeable in:

- Microsoft Word, Excel, Powerpoint, Outlook
- Adobe Acrobat, Photoshop, Illustrator, Dreamweaver, Flash, InDesign, Pagemaker
- OpenOffice Documents, Spreadsheets, Presentations
- QuarkXpress
- Digital scanning, photography and photo manipulation.

EDUCATION: **Arizona State University-Online**, Tempe, AZ
Currently attending for a Bachelors in Graphic Information Technology
Cerritos College, Artesia, CA
Associates in Arts Degree in Fine Arts and Communication
Associates in Arts Degree in Business Marketing and Management

EXPERIENCE: **Pitney Bowes Legal Solutions**, Irvine, CA *August 2011 – Present*
Customer Service Technical Specialist

- ◆ Operate copy machine, fax, scanning and reprographics
- ◆ Bates label documents using eCopy or iPro software
- ◆ Pick-up and deliver copy jobs, faxes, and mail to customer
- ◆ Maintain all logs and reporting documentation

Consolidated Reprographics, Costa Mesa, CA *March 2007 - Sept 2009*
Production Artist / Boeing Account Liaison

- ◆ Printers used: Xerox DocuColor 7000/8000 Digital Press, DocuColor 250, Canon ImageRunner 105+, Oce ColorWave 600, HP DesignJet 5500, Z6100, 4000 and 4500.
- ◆ Print/Production queues used: Fiery Controller with Command Workstation and Onyx ProductionHouse RIP
- ◆ Preflight and produce customer's orders according to their specifications that would include small or large format printing, CD/DVD duplication, and small or large format scanning.
- ◆ Boeing Account Liaison duties included: manage and monitor jobs from start to finish, QC completed jobs, and insure finished jobs meet delivery requirements and deadlines.

Archer Government Services, Cypress, CA *Dec 2006 - March 2007*
Print Operator

- ◆ Printers used: Xerox DocuColor 2060/6060 and DocuColor 12, HP DesignJet 5500 and 800.
- ◆ Print/Production queues: Fiery Controller with Command Workstation for Xerox printers.
- ◆ Working independently in a Boeing facility, I managed the printing of color production jobs to meet customer's requirements and deadlines.

FedEx Kinkos #1005, Long Beach, CA *June 2002 - Dec 2006*
Production Operator

- ◆ Printers used: Xerox DocuColor X12 and 250, Canon 105+, HP DesignJet 5500, OCE TDS400 and used Fiery Controller with Command Workstation 4.0 on Canon and Xerox.
- ◆ Assisted customers with their projects and printing needs.
- ◆ Preflighted and completed incoming jobs by their specified deadlines.
- ◆ Responsible for closing procedures.
- ◆ Prepare and process customers FedEx packages for pickup.