

Sample Combination Resume

Alison B. Richard

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Career Objective: Entry level printing production leading to management or sales opportunities.

Skills: **Camera:** Vertical DSC 690, Brown 28
Stripping: Most impositions, two color, hairline registration
Plate/Proofing: Aluminum subtractive, dylux and color key
Offset Presses: AB Dick 360 & 9850, Hamada 500 & 700
Computer: Mac & IBM, Pagemaker, Quark Xpress, Photoshop
Bookkeeping: Accounts Receivable, Deposits, Spreadsheets
Customer Service: Sales, Phone support

Education: **A.A.S. in Printing Technology, 1994**
Portland Community College, Portland Oregon

Courses included: Camera, Litho Press, Screen Printing,
Production Standards, Electronic Layout, Typesetting, Drawing,
Watercolor, Accounting and Typing

Experience: **Printing Lab Assistant, 1994**
Portland Community College, Portland, Oregon
Assisting with set-ups and runs; Press maintenance; Supplies

Teller, 1992 - 1994
Keybank of Oregon, Portland, Oregon
Cash Handling; Customer Service; Training new employees

Bookkeeper, 1991 -1992
Bill's Family Grocery, Bellingham, Washington
Cashier; Check approval; Customer Service

References and Portfolio Available on Request