

**Elwood White Jr.
1066 Stuart Drive
Pottstown, PA 19464
484-919-5060
eljw24@hotmail.com**

Objective: To secure a position that will allow me to utilize my independent, detail oriented work ethic while being focused on advancing my career within a company.

**Experience: RMS Site Assistant Manager
Ricoh Americas Corp., Headquarters,
Malvern PA
December 2010 to August 2014**

- Managed incoming work through Ricoh project software and through e-mail.
- Setup and completed complex projects on various Ricoh multifunction printers and binding equipment.
- Helped sort, track and deliver incoming mail and parcels.
- Ordered paper and various supplies for mail/copy room.
- Ordered and maintained paper and toner inventory for all multifunction printers throughout the building.
- Receptionist duties included answering incoming calls in a professional and timely manner, screening calls, transferring calls to the proper extension, greeting and registering international visitors.
- Completed and filed reports including supply inventory, temporary workers performance, monthly usage, end of quarter reports and end of year reports.

Lead Production Associate
FedEx Office, Philadelphia Commercial Production Center (CPC),
King of Prussia, PA
November 1994 to May 2009

- Managed incoming production work.
- Multi-tasked diverse projects at varying levels of complexity and completeness.
- Prioritized and scheduled work in the production queue.
- Coordinated deliveries once production was complete.
- Usage on variety of machines including Docutech and Docucolor printers.
- Effectively performed multiple store functions.
- Trained team members on the implementation of new procedures and equipment.
- Coordinated with sales managers on production capabilities.
- Performed initial setup, production and completion of complex projects.
- Order-taking from customers and corporate businesses.

Supervisor
Eagle Auto Parts, Norristown, PA.
August 1985 to November 1994.

- Delivered parts to shops.
- Communicated with customers via phone or walk-ins.
- Inventoried and ordered parts.
- Performed all varying responsibilities of the store.

Computer Experience:

Extensive knowledge of Adobe Acrobat Pro.

Basic knowledge of Microsoft Word, Excel and Powerpoint.

Limited experience with Microsoft Publisher.

References:

Bill Mang *Ricoh Americas Corp* RMS Site Manager 610-296-8000 X 6078

Emanuel Ball *Ricoh Americas Corp* Facility Manager 610-296-8000 X 2954