

Lori Effinger

pixella@gmx.com | 303-517-6655

4063 Upham Street, Apt B, Wheat Ridge, CO 80063

SKILLS

- Critical thinking
- Task prioritization
- Time management
- Technical troubleshooting
- Team development
- Information confidentiality
- Computer Skills
- Team Leadership
- Cost Containment
- Supervisory Experience
- Continuous Improvements
- Business Skills

EXPERIENCE

IT Supervisor

2020 Census – Lakewood, CO | February 2019 - December 2020

- Started as an Office Clerk, promoted to IT Clerk, promoted to IT Supervisor, finished the Census volunteering to be sent out to the Western Slope as a Census Field Supervisor to get the count done.

Prepress Supervisor/ Digital Press Operator

Colorado Litho, Inc – Westminster, CO | December 2011 - December 2017

Prepress/Digital Press Operator

Xerox Satellite at IHS (Information Handling Services) – Inverness, CO | January 2011 - October 2012

- I worked prepress while running copiers (sometimes two different jobs on two different copiers) that printed, folded and stapled booklets

Prepress Technician

Printing & More – Marietta, Georgia | January 2007 - May 2010

- Prepress Technician, supervisor

ACCOMPLISHMENTS

- Organizational Management.
- Managed wide range of tasks via logical organization and efficient planning, including the creation of layout template manuals and the prepping of work through the means of different technologies.
- Worked independently, as well as through collaborative efforts, on several projects to facilitate internal and external goals.
- Scheduled jobs in various departments to ensure that not only deadlines were met, but the expectation of quality was exceeded.
- Engaged solely in the recruitment, hiring and training of technicians using industry best practices Client Services.
- Requisitioned sales of new or additional services of products by forming strong relationships with members of the community.

- Satisfied customer issues promptly, accurately with a great attitude while maintaining the schedule of the jobs to be finished on time.
- Obtained and examined all relevant information to assess validity of customer complaints and to determine possible causes.
- Conferred with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts or obtain details of complaints Problem Solving.
- Fabricated easy to follow, up-to-date and accurate production boards throughout 7+ departments that were interacted with by employees throughout the entirety of the job production process.
- Established and streamlined workflow by restructuring procedures which empowered employees and improved overall productivity.
- Reduced employee overtime by eliminating full weekend shift. Set up rotating on-call shifts as needed.