

"Sarah has a strong background in printing, bindery and production. Like most of her peers, she recognizes the challenges in keeping up with prepress technology. To her credit, she left that position to pursue more suitable opportunities. Sarah is very conscientious, a quick learner, and self-motivated. I highly recommend her."

Deb Vosejka, President
Market Communications of MN, Inc.

Sarah Schuster

8926 Coffman Path
Inver Grove Heights, MN 55076
651-450-1183
schustersj@aol.com

Objective:

Seasoned professional seeks opportunity to demonstrate assembly, bindery and production skills. Strong appreciation for business practices, profit accountability and financial success.

Qualification Highlights:

- 9 years prepress/preflight experience with Best Buy. Promoted twice while employed with this company. Began career responsible for conventional plate to press, was promoted to electronic preflight operator and then promoted again to electronic prepress operator.
- Received "Recognition of Achievement" award for team excellence. Best Buy.
- Facilitated sophisticated digital PDF workflow application. Cut prepress time in half by automating process.
- Strong commitment to quality, on-time delivery and customer service excellence.

Education:

Normandale Community College 2004
St. Paul Technical College 1990

Degree, Associate of Applied Arts
Degree, Graphic Arts

Employment:

July 2011-Present	Demo	Sam's Club, Maplewood, MN
Oct 2006-July 2012	Usher	Ordway Center, St. Paul, MN
July 2006-May 2007	Bindery Worker	Trendex Company, St. Paul, MN
Oct 1996-March 2005	Electronic Prepress	Best Buy Co., Richfield, MN

Volunteer Work:

2007-present Personal Care Attendant Independent Family, St. Paul, MN

References:

Elsie Triemert	Marketing Service	Maplewood MN	651-500-3999
Susan Biales	Ordway Center	St. Paul, MN	651-282-3125
Toby Lien	Ordway Center	St. Paul, MN	651-282-3067

Computer:

- * PC Platforms
- * Keyboarding
- * Word
- * Excel
- * Internet Savvy
- * Quark Xpress
- * Photoshop
- * Illustrator

Professional Skills:

- * Proofreading
- * Quality Assurance
- * Customer Service
- * Organization
- * Inspection
- * Production
- * Housekeeping

Knowledge/Abilities:

- * Bindery
- * Digital Scanning
- * Document Processing
- * Film Processing

Personal Traits:

- * Conscientious
- * Attention to Details
- * Trouble-Shooter
- * Problem Solver
- * Team Player
- * Adaptable
- * Courteous/Friendly
- * Integrity
- * Excellent Work Ethics
- * Flexible

"Sarah has been employed with Ordway Center for the Performing Arts for five years as an usher. She is incredibly dependable, always on time and ready for her shift. She is always willing to pick up extra shifts for her peers and is willing to help when needed. I always feel confident knowing that Sarah will get the job done. She has been a wonderful usher and a great member of the Ordway House Services Team."

Susan Biales, Assistant House Manager
Ordway Center for the Performing Arts