

Chantal Cravillion

Copy and Print Supervisor

Details

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(565) 725-5119

Salt Lake City, UT

Profile

As a Copy and Print Supervisor with over two years of experience, I have a proven track record of overseeing and managing daily operations of a fast-paced print shop. I have experience in a wide array of print and copy services, including digital printing, binding, laminating and other specialized services. I possess excellent customer service skills, ensuring customer satisfaction and loyalty. My experience in providing quality prints and copies consistently, along with my attention to detail and organizational skills, has helped me to successfully lead my team and achieve desired results. I am also knowledgeable in all types of software and hardware used in the printing and copying industry.

Employment History

Copy and Print Supervisor at OfficeMax, UT

Nov 2022 - Present

- Spearheaded the successful implementation of a new printing and copy system that increased efficiency by 20% in OfficeMax, UT. This was accomplished through effective communication with IT department staff to ensure smooth transition between old and new systems as well as training store associates on proper use of equipment.
- Streamlined inventory management process resulting in improved accuracy rates from 60% to 95%, saving time for both customers and employees alike when ordering print jobs or supplies like ink cartridges.
- Created an automated customer billing platform which resulted in a 10% increase in overall sales volume due to faster processing times compared previous manual methods used before its launch date at our location.

Copy and Print Associate at Staples, UT

Jul 2021 - Sep 2022

- Increased customer satisfaction by 20% in 6 months: As a Copy and Print Associate at Staples, UT I worked diligently to ensure that customers' needs were met. During my time there, I was able to increase the overall level of customer satisfaction from 70% to 90%.
 - Reduced turnaround times for copy orders by 40%: By implementing new strategies such as streamlining processes and utilizing more efficient technologies like digital printing machines, I reduced average turn-around times on print jobs from 10 days down to just 6 days.
 - Cut costs associated with stock ordering process by 60%: Through careful analysis of our inventory levels & supplier rates, I identified significant cost savings opportunities which allowed us reduce spending related expenses associated with stocking supplies for print services by 60%.
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