

# Leeann Kramer

Erie, PA 16509

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(814) 812-9721

I love a fast pace environment and variety of work. Organization is one of my top qualities and a must! I am able to balance all projects and adapt to priority changes. Also self-motivated and work well independently.

## Work Experience

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### **Digital Printer/Mailing Manager**

MVP Printing/Gohrs on Demand - Erie, PA

September 2013 to April 2019

Operating Ricoh 7100 as well as Xerox 80 using command workstation to impose files. Also for daily calibration on different paper stocks for color quality and matching. Familiar with Photoshop and InDesign and Excel for file alterations and mail merging. Kept great communication with customers via e-mail or in person to communicate/ problem solve customer product requirements. Ordering of supplies such as paper stocks, toners, machine parts and job material requirements. Started and organized the company to do in house mailings by researching mailing softwares and bulk mail requirements. I trained company employees on how to prepare mailings, saving company money on vending out jobs. Also know a wide variety of bindery work. Shipping/receiving using Fedex and UPS websites including international shipments that require commercial invoice and nafta forms.

### **Shift Manager/Cashier**

Dollar General - Erie, PA

January 2011 to September 2013

Opening and closing store procedures. Instructing and organizing employees on planogram projects. Counting tills and doing end of night reports and deposits along with bank runs. Unloading trucks and stocking shelves and checking in vendors using hand held device.

### **Production Assistant**

MegaGrafix/Printing Technologies - Erie, PA

September 2006 to September 2012

Finishing work on large format graphics. Assembly and installation of graphics into tradeshow displays. Sewing and grommet large banners. Bindery/finishing, cutting paper stock, operating digi folder machine, stitching booklets. Prepress operations using Photoshop, Illustrator and Indesign. Shipping and Receiving responsibilities using Fedex and UPS Worldship for repeated customers. Also making/ checking purchase orders, inventory, ordering supplies.

### **Customer Service**

WEGMANS FOOD MARKETS, INC - Erie, PA

April 1998 to September 2006

Providing the best customer service in entire Cafe area. Crossed trained in Sub, Coffee, and Prepared Foods Departments.

## Education

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### **Computer Information Specialist**

Erie Business Center - Erie, PA

September 2003 to June 2006