

---

# COPIER TECHNICIAN RESUME

---

## Objective:

---

Secure a challenging position as a Copier Technician in a growing organization.

---

## Summary of Skills:

---

- Operational knowledge of Remedy Help Desk application software
  - Strong communication skills, organizational and time management skills
  - Proficient in Microsoft Office Suite
  - Strong Teamwork and customer relation skills
  - Independent work skills, multi-tasking and ability to work under deadlines
- 

## Work Experience:

---

Copier Technician, August 2005 to till date  
TEKsystems, Salt Lake City, UT

Maintained inventory of vehicle parts and prepared records and reports accurately.

Resolved system failures by diagnosing tools and using schematic drawing.

Maintained up-to-date technical information and dealt with customers.

Upheld company tools, computers, phones, etc.

Attended meetings as necessary or required.

Ensured that customers were satisfied with the services provided to them.

Copier Technician, May 2000 to July 2005

Copier Careers, Salt Lake City, UT

Supervised and processed trouble tickets while following all guidelines.

Used system analysis to perform troubleshooting for copier systems, network connectivity, and proprietary applications.

Regulated basic troubleshooting by using systems analysis techniques for resolving calls related to copiers and digital duplicators.

Repaired all types of copiers and related equipment including preventative and routine maintenance to provide maximum availability for end users.

Collaborated with appropriate personnel at both the district and school level.

Provided required assistance on standard equipment to customers.

---

## Education:

---

Bachelor's Degree in Mechanical Engineering, University of New Hampshire, Durham, NH

[Build your Resume Now](#)