



## Scanning and Digital Services Brochure

*Temporary Candidates Individually Selected for your Business Needs:*

### Scanning and Reprographic Services

**ID: 12867**

Scanning and reprographics skills gained over **10 years within insurance, banking and legal** print environments. Particular emphasis on **scanning services** covering:-

- Scanning of industry documents ready for emailing or loading onto bespoke company databases.
- Converting documents to industry recognised formats and their placement within logical file trees.
- **Digital editing and enhancement** of documents using Photoshop and Window Picture Manager.
- **Hyperlinking of CD-Bibles** using Adobe Photoshop and Microsoft Front Page.
- Creation of **E-bibles for legal clients**
- Bespoke CD cover designs in Photoshop. Printing, cutting and finishing CD covers.
- Highly proficient IT skills including Microsoft Office (Advanced Word, PowerPoint and Excel), **Adobe Acrobat**, Adobe Photoshop, Quark, Sage and Lotus applications.
- Cover provided for Digital Reprographics and Print Finishing when required.

### Scanning Operator

**(ID: 12549)**

With extensive experience working for a well-established reprographic outsourcing company, our **Scanning Operator** has gained considerable skills within **large and small format scanning**. He has experience of **archiving, bookmarking, hyperlinking, preparatory work, artworking and dealing with customer email and face to face enquiries**. He is also comfortable with reprographic printing and print finishing including binding, mounting and laminating, as well as supervising and training new and existing employees.

Experience includes:

- Scanning using Canon DR-X10C, Oce CS4044, TDS800 and Scan Snap book scanner
- Micro-boards Copy Writer Pro CD/DVD Tower Duplicator
- MS Office – Word and Excel
- **Capture Perfect**
- **Adobe Acrobat Professional**

## Technical Reprographics and Wide Format printing

**ID: 9748**

Rarely available due to constant requests by our clients! Extensive experience across reprographics for architectural, legal, educational, financial and outsourcing firms.

- **Do you need someone with large format or signage experience?** This gentleman has used an array of wide format kit, such as **HP Design Jet 4000ps** and 6100, TCS 500 and TDS 700 with extensive use of **Fiery**.
- Comfortable setting up documents and professional artwork using **InDesign, Photoshop, Illustrator and MS Office** including: perfect bound books, hard cover folders, invitations, flyers, business cards and saddle stitched booklets.
- Providing layout solutions - cropping, scaling, bleed settings, modifying artwork.
- Finishing knowledge – wiro, comb, dry mounting, trimming and creating stands, making hard cover folders and perfect bound books.

A highly customer focused individual who is comfortable dealing with **client enquires in person and over the phone**, negotiating deadlines and discussing solutions to problem documents.

## Reprographic, Scanning and Data Services

**ID: 10407**

A technically astute individual with **vast experience of data management, scanning, document production and IT Helpdesk**. Her career includes **7 years' experience within a Legal Secretarial and Document Production role at a magic circle firm**, and 5 years as a Document Applications Support Specialist. Assignments whilst at Kings include scanning highly confidential and private documents exclusively for a senior board member of a global asset management and investment firm.

- Provided 2nd and 3rd Line IT applications assistance (Microsoft Apps) to users of all levels.
- SharePoint Administrator – created and customised client sites, organised libraries, permissions, metadata and developed HTML content.
- **MOS Master** – Word, Excel, PowerPoint and Outlook.
- **Repairing corrupt legal docs**
- **Bulk converting old governance documents.**
- VBA macro-developing/programming - Word, Excel and Access for data automation.
- DocXtools for legal documents, Worksite Document Management system, Deltaview, ServiceNow, DameWare Remote application, Citrix, Prisma and Adobe Professional.
- Printing using various Ricoh and Canon machines
- Finishing documents to a high standard using an assortment of techniques
- **Enhanced security cleared**

If you would like more details on the above candidates or if you would like to book a Temp, call us on **020 8303 2525** and speak with one of the Team: Rebecca, Lisa, Jade, Ann & Sharon



### Reprographics and Scanning Services

**ID: 12581**

At his agency interview this gentleman was impeccably dressed, prompt, highly communicative and pleasant. Following redundancy after 10 years of service, this gentleman started working for Kings Recruitment Consultants. His assignments include a global financial services firm and a large legal environment, where we received excellent feedback. We later introduced him to a **Magic Circle law firm** on a 6 month FTC.

- Ensured scanning, indexing and profiling of all business documents was completed to a high standard
- Scanning – glass work and on high volume reprographic equipment
- **Adobe Acrobat** including **Acrobat Distiller**, both postscripts and PDF formats
- Using **Adobe OCR function**
- **Adobe Creative Cloud** - Photoshop, Illustrator, Lightroom and InDesign
- **Editing online books** – inserting and removing pages, Hyperlinking
- **DVD burning**
- Maintained a high level of service, managed deadlines and liaised with clients regarding their requests
- Ensured relevant quality control measures were undertaken and that all work was checked accordingly before sign off.

### Reprographics and Scanning Services

**ID: 11814**

A new candidate to Kings with **10 years' experience in scanning and reprographic production** for a large outsourcing company. Immediate available for temporary or permanent work following redundancy.

- **Using Law 5** (basic in e-discovery and batch printing), Adobe Acrobat (professional) and Print Conductor
- Scanning documents (from A5 to A0) to high standards on large capacity scanners and wide format scanners.
- Quality assessment of scanned documents as well as general FM duties such as reprographics and binding.
- Reprographics duties include copying on Xerox, Ricoh and HP copiers. Binding documents (comb, velo, wiro, drill and guillotine)
- **Hyperlinking and creating e-bibles.**
- Expert in multiple document formats such as PDF, TIFF, DOCX, XLSX including all types of vector and raster images.

**Whether you need long term cover over the holidays or last minute cover for your site, please do not hesitate to contact the Temp Team to book your temp now!**

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