
Bindery Cutter Resume

Job Objective

Looking for a Bindery Cutter position that will allow me to heighten my career in this field.

Highlights of Qualifications:

- Substantial experience of arrangement, resizing, folding and binding paper sheets
 - In-depth knowledge of operation, control and maintenance of paper cutting and complex bindery machines
 - Remarkable knowledge of various types of paper folds and different types of coated and uncoated paper stock
 - Familiarity with accurate interpretation of written work orders and job specifications
 - Ability to produce paper-based products of correct dimensions and without machining marks
 - Ability to work with assigned team, in a helpful and productive manner
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Professional Experience:

Bindery Cutter
Express Employment Professionals, Detroit, MI
August 2012 – Present

Responsibilities:

- Put and arranged reels of wire, cloth, paper and other material onto bindery machine.
- Set up, operated and controlled bindery machines, in a proper and safe manner.
- Poured glue into designated pot and controlled outflow of glue during machine operation.
- Folded, cut, and bound paper sheets of varying sizes and thickness, as required.
- Documented number of items produced and time taken for their production, on a daily basis.
- Reported technical faults in machines and assisted with minor repairs.

Bindery Cutter
Everything Marketing, LLC, Detroit, MI
May 2009 – July 2012

Responsibilities:

- Interpreted and followed job orders and technical specifications.
 - Operated and adjusted machine controls to perform paper cutting, printing and binding tasks.
 - Measured dimensions of all paper sheets and put them on bed of machine.
 - Rolled and folded all oversized paper sheets to ensure uniformity in size.
 - Cut paper and spine of book body to specified dimensions, in a safe manner.
 - Checked all finished products to detect and correct uneven paper edges and dimensional errors.
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Education:

High School Diploma
Boylan Catholic High School, Rockford, IL

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