
Bindery Operator Resume

Job Objective

To obtain a Bindery Operator position that fully utilizes my experience and abilities

Summary of Qualifications:

Accomplished working experience in bindery folding and stitching in printing environment
In depth knowledge of mechanical operation of bindery equipment and the application of orders
Proficient in operating Class 1, 2 & 3 equipment
Remarkable ability to use rulers and tools to read and calculate US and metric units
Amazing ability to troubleshoot machine operations
Ability to read, follow and develop operating instructions and procedures
Ability to lift up to 40 pounds without assistance
Ability to perform basic math calculations

Work Experience:

Bindery Operator, May 2004 – Present

Printworkers, Visalia, CA Assisted and monitored the quality of running product.
Provided feedback to the Manufacturing Supervisor relating to equipment repair requirements.
Made recommendations and suggested methods regarding safety on assigned equipment.
Ensured housekeeping in bindery area is maintained.
Maintained running records for reporting and subsequent operations.
Ensured equipment guards are in proper positions. Bindery Operator, March 2002– April 2004
R. R. Donnelley & Sons Company, Visalia, CA Adjusted and operated basic industrial-type bindery and associated equipment (folders, tipping machine, cutters, scorers, collators) to finish diverse types of publication quality printed materials.
Interpreted job specifications and selected appropriate binding and finishing techniques.
Maintained equipment and reported major malfunctions to senior technicians.
Maintained tools and supplies inventory and recorded daily production figures
Ensured friendly and cooperative attitude is maintained while providing customer care services.
Maintained a neat and clean work area, ensuring that standard safety regulations are met.

Education:

High School Diploma, Buffalo Gap High School, Swoope, VA

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