
Bindery Supervisor Resume

Job Objective

To obtain Bindery Supervisor position in which I can utilize my prior experiences to asset the reputation and growth of the organization. Hope to improve the company with my supervisor experience.

Highlights of Qualifications:

- Remarkable experience working as a supervisor in the printing industry
 - In-depth knowledge of print production and manufacturing
 - Thorough knowledge of kinds and grades of paper stock and other materials used in printing operations
 - Familiarity with methods, procedures and equipment used in binding operations
 - Excellent skills in the maintenance of bindery equipment
 - Exceptional ability to instruct and supervise employees engaged in various phases of bindery work
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Professional Experience:

Bindery Supervisor, August 2005 to till date
PrintWorkers, San Jose, CA

- Monitored the quality standard of finished goods according to company and customer specifications.
- Supervised the filling of all orders and the packing and crating of all finished materials according to delivery schedule.
- Ensured proper operation of all Bindery equipment and requested maintenance when necessary.
- Investigated the purchase and replacement of departmental equipment.
- Directed, planned, assigned and monitored the activities of the Bindery Department.

Bindery Supervisor, June 2002 to July 2005
Port City Press, a Cenvo Company, San Jose, CA

- Supervised and assigned work to department personnel, including temporary and seasonal workers.
 - Ensured all equipment is maintained and kept in good working order.
 - Established and implemented methods for increased productivity.
 - Coordinated workload with department and scheduling managers.
 - Collaborated with Bindery Manager to coordinate overtime as departmental needs require.
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Education:

High School Diploma, Best Practice High School, Chicago, IL

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