
Bindery Worker Resume

Job Objective

Seeking a Bindery Worker position in which to utilize my special talents and skills to their fullest potential.

Highlights of Qualifications:

- Vast experience in managing various bindery equipment
 - Skilled at operating cutter, folder, and perfect binder machine
 - Wide knowledge of inventory control methods
 - Ability to stack materials into bundles
 - Ability to load and unload materials from pallets by hand
 - Ability to stand for long periods of time
 - Ability to troubleshoot and repair bindery equipment's
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Professional Experience:

Bindery Worker
Kelly Services, Sharonville, KY
February 2005 – Present

- Maintained hand bindery equipments such as perfect binders and folders.
- Monitored all equipments made necessary adjustments required to same.
- Inspected all adjustments and ensured adherence to specifications.
- Managed all work according to necessary safety regulations.
- Administered daily activities and filled all job tickets accordingly.

Bindery Worker
Vertis Inc., Sharonville, KY
August 2000 – January 2005

- Managed automatic paper cutting machine.
 - Installed, repaired and operated a power collating machine.
 - Managed perforating and folding machines such as folding blank stock.
 - Supervised and operated power folding and cutting machines.
 - Maintained, repaired and replaced all power machines.
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Education:

High School Diploma
Cloverdale High School, Cloverdale, CA

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