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## Bindery Worker Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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#### 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:

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#### High School Diploma

Cloverdale High School, Cloverdale, CA

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