
PRESS ASSISTANT RESUME

Objective:

To obtain the Press Assistant position that will expand and develop my skills.

Summary of Skills:

- Remarkable experience in working as a cooperative part of a crew
 - Profound ability to work as a cooperative part of a crew and be an enthusiastic learner
 - Ability to read, write and comprehend written and verbal instructions in English
 - Proven ability to follow detailed directions
 - Ability to multitask and sound communication skills
-

Work Experience:

Press Assistant
Vertis Inc., Joliet, IL
August 2005 to till date

- Maintained appropriate inventory of paper, records usage and spoilage.
- Ensured that the roll of paper is properly unwrapped, mounted and ready to be spliced.
- Monitored the flow of paper throughout the run; and managed to installed new roll.
- Managed to adjust ink, solvent, and varnish.
- Adhered to all safety policies and procedures.

Press Assistant
Bemis Manufacturing Company, Joliet, IL
May 2000 to July 2005

- Coordinated with printing crew and managed mutual communications.
 - Assisted in a wide range of production activities
 - Ensured that all employees follow the requirements of their documented process as defined in the ISO Quality Manual
 - Monitored quality issues, numbering, pack, and safely load boxes of forms
 - Performed other related duties and participated in special projects as assigned
-

Education:

Associate Degree in Public Relations
George Washington University, Washington, DC

[Build your Resume Now](#)