

Objective

To secure a position with a stable and profitable organization, where I can be a member of a team and gain further experience. To perform in-process Quality Control in accordance with company policies and procedures.

Skills

Data Entry, Setup Specifications, Machine Operation Bind Books.

Work Experience

Bindery Helper

ABC Corporation - 1987 – April 1990

- Watched the production floor when the supervisor was out.
- Collected, sorted, and organized the mail.
- Checked the mail to see if the flap is sealed at the back, if not, sealed it.
- Collated stocks of paper to machine.
- Cleared jams on paper collating machine.
- Put books through shrink wrap and strapped them to be sent to shipping.
- Assisted Operator with the folding-paper machines and packed papers. Operated folding-paper and shrink-wrap machine.

Bindery Helper

Delta Corporation - 1999 – 2001

- Prepared the finished product for shipping including boxing.
- Loaded and unloaded printed materials and stacked them in pallets.
- Recorded each job done on the computer.
- Worked in the Quality Control department helping package yearbooks after inspection.
- Ran various types of machines including a folder, shrink wrapping machine, pallet jack, among others.
- Removed, stacked, and packed printed material in various stages of completion on pallets.
- Wrapped product in plastic, using the shrink-wrapping machine, packed products in boxes, and taped lids of boxes shut.

Education

Diploma - 2004 (Lebanon High School - Lebanon, TN)