

# Robert Smith

## Bindery Helper

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## SUMMARY

Energetic, highly skilled, individual with strong skills in client service. Proven ability to work within a team effectively with people of various ages and cultural backgrounds. To operate small bindery finishing machines, also feeding and end loading working with operators.

## SKILLS

Machine Operation, Bind Books, Customer Service, Hand Tools.

## WORK EXPERIENCE

### Bindery Helper

ABC Corporation - May 2014 - October 2015

- Set up binding machines.
- Operated binding machines to produce books and other printed materials.
- Moved controls to adjust and activate bindery machines.
- Examined product samples for defects including imperfect bindings, ink spots, torn or loose pages, and loose and uncut threads.
- Maintained a variety of bindery equipment including Shrink-wrapper and folder.
- Made adjustments as needed.
- Stacked bundles onto skids according to shipping instructions.

### Bindery Helper

Delta Corporation - 2018 - 2020

- Adjusted machine feed and speed if the machine malfunctioned.
- Removed and inspected work produced on folding and perfect bind machines then started the trimmer.
- Organized product to be used on all machines. Took finished product from machines and stacking on pallets.
- Helped to assemble books and ran a shrink wrapper.
- Multi-tasked to keep all assigned projects running effectively and efficiently.
- Analyzed account workload quantity, complexity, and due dates to predict and prevent problems.
- Promptly removed completed loads from the press.

## EDUCATION

Diploma - 2005(Trinity High - Euless, TX)