

Objective

Inkjet Operator with 5 years of experience in Providing responses to scheduling inquiries. Stages and monitors consumable-related inventory and also Submitting requests for ordering consumables to the manager, Performing other related duties, administrative functions, assignments, or special projects as directed by the management.

Skills

Directing Skills, Operating Skills.

Work Experience

Inkjet Operator

ABC Corporation - 2002 – 2004

- Managed FTP site.
- Operated Ink Jet Pro equipment to produce high quality direct mail pieces.
- Printed data and pre-paid gift cards.
- Quality checked for accuracy and data.
- Maintained accurate print quality and detailed production records, Performed preventative and routine maintenance to Jet Pro machines.
- Directed crew based on operation needs.
- Helped reach daily quotas for the assigned line I was working.

Inkjet Operator

Delta Corporation - 1998 – 1999

- Operate the Inkjet which applies addresses, bar codes, postage, wafer seals and any other valuable information to letter, magazines, books, ect.
- Complete set ups and maintenance to machine.
- Feed, sort and tray mail.
- Worked 12-15 hour days to get dated mail out on time.
- Used Fast paced, hard work and knowledge of sorting mail.
- Input church parishioners address information into computer software Use computer software and Inkjet printer to embroider data onto cardstock .
- Printed address on postcards, envelopes, and letters; sorted mail by walk sequence; checked print for smudges or misprints; and applied keys to .

Education

Diploma