

Robert Smith

Lead Inserter Operator

PERSONAL STATEMENT

To obtain an Inserter Operator position using skills specific to serving the needs of others, business management, budget oversight and administration of programs dealing with diverse customers.

WORK EXPERIENCE

Lead Inserter Operator

RR Donnelley - March 2016 - 2020

Responsibilities:

- Operates and maintains the inserting equipment by using job specifications to produce a finished, mailable product.
- Prepares the inserter bay using tools and job specifications to provide proper set-up and to eliminate possible run-time errors.
- Inspects the finished product by verifying the correct construction and components to ensure that mailability and quality standards are met.
- Evaluates imaged forms by ensuring that the bar code is correct to prevent machine error from occurring Operate high speed machines that insert printed matter, such as letters or booklets into folders or envelopes.
- Sets up and adjusts the machine to operate efficiently.
- Oversees and makes adjustments as necessary.
- Requires knowledge of standard set ups, adjustments and operating characteristics of the equipment and skill to perform standard adjustments and operate the equipment.

Inserter Operator

Delta Corporation - 2014 - 2016

Responsibilities:

- Inserter Compiled and Organized bill invoices Operated machinery to perform tasked assigned for the day Categorized mailing packages from separate .
- Making sure all the mail was ran through the machine properly Answering calls to customers inquiring about their insurance policy;.
- Ran a flats insert machine for the mailing operations.
- Got stock and did posting.
- Load/run Inserter Machine Sort mail by zip codes Perform match jobs Keep working area clean for safety precautions Skid packing.
- Load Inserter Machine Run Card Affixer Sort mail by zip code Perform match jobs Keep working area clean for safety precautions.
- Waxahachie Daily Light, Waxahachie.

Education

National Diploma in Biomedical Technology - 2014(College of DuPage - Chicago, IL)

CONTACT DETAILS

1737 Marshville Road,
Alabama
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www.qwikresume.com

SKILLS

Management, MS Office.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)