

# ROBERT SMITH

## Print Press Operator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Currently looking for a full time position within A company that offers a greater challenge, and the opportunity to help the company advance efficiently and productively White Lake Beach Resort Dining Room Manager/housekeeping Be responsible for assigned dining room operations including: providing table/buffet set-up; stocking service stands; minor food warming/preparation; order taking and delivery of food/beverages to patrons; clearing and re-setting tables; check/bill preparation and settlement.

### CORE COMPETENCIES

Retail, Retail Sales, Microsoft Office, Account Management, Supervisory Experience, Inventory.

### PROFESSIONAL EXPERIENCE

#### Print Press Operator

ABC Corporation - April 2012 – February 2014

##### Key Deliverables:

- Examined job orders to determine quantities to be printed, stock specifications, colors, and special printing instructions.
- Verified that paper and ink meet the specifications for a given job .Obtain inks and fill ink fountains Secure printing plates to printing units and adjust tolerances.
- Adjusted ink fountain flow rates.
- Maintained time and production records.
- Monitored inventory levels on a regular basis, requesting additional supplies, as necessary.
- Controlled job tracking using computer database software.
- FINAL /BAGGER Measured, weighed, and counted products and materials.

#### Print Press Operator

Delta Corporation - 2007 – 2012

##### Key Deliverables:

- Operated Mark Andy 820 and 4120 printing on paper and making labels.
- Set up and monitored all phases of a print job.
- Performed work area clean up duties.
- Performed preventative and regular maintenance on equipment.
- Learned Factory machines Printed Professional Envelopes for clients Maintained quality/efficient customer satisfaction.
- Operated an industrial printing press in the customization of business forms, checks, and ledgers.
- Ensured quality of customer order by proof reading and checking ink, perforations, paper type, fold, and registration of approximately 50 copies.

# ROBERT SMITH

## Print Press Operator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### EDUCATION

- GED