

# ROBERT SMITH

## Printer/Executive

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A position in or related to the field of welding, with special interest in securing a position with a solid company that can utilize welding skills.

## EXPERIENCE

### Printer/Executive

#### ABC Corporation - APRIL 2000 - SEPTEMBER 2003

- Responsible for making sure the printers were running with jobs that needed to be printed.
- Helped in areas that needed extra assistance.
- Learned a new program to help speed up the production of products. Skills Used Lifting boxes of paper when the delivery was made to the business.
- Learned how to fix simple problems with the printers if a problem arrived.
- Learned how to set up the shipping labels for USPS and UPS after shrink wrapping and boxing the product.
- Answered phone calls, tending to the front desk and helped carry products to local customer vehicles if the product.
- Operated various presses, while maintaining production, scheduling and quality standards.

### Printer

#### ABC Corporation - 1998 - 2000

- Following through with all training procedures to perform inspection on various different tablets.
- Trained to run laser drill room, and to take down, clean, and set up again.
- Sat as a needed watcher in coating and printing for the DEA narcotics regulations.
- Trained in and ran printer room, as well as break down, clean, and set up.
- Correctly fill out forms needed daily, and weigh out samples and end of lot drums.
- Fast learner that moved around to learn a little bit of a few departments.
- Skills Used Following procedures correctly and efficiently..

## EDUCATION

- Master's in Education - 2006(American InterContinental University-

Online - Work at Home)

## **SKILLS**

Printing press operator, Adobe Creative Suite.