

Michele D. Moore

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Objective

To obtain a position with a company that will utilize my skills and experience, including multi-tasking skills, ability to work under pressure, detail oriented, focus on time management and a desire to work as a part of a team. Seeking a challenging position that will allow me to learn and grow within the organization.

Work Experience

Liberty Puzzles

September 2021 – January 2023

Boulder, Colorado

Quality Control: Inspect each puzzle's wood pieces for cracks/splits/broken pieces. Glue and Clamp and/or replace as needed. Finish any incomplete cuts in the puzzles. Return to Production if needed. Inspect the puzzle image for any areas requiring touch-up, then selecting or mixing colors for a perfect match. Redirect puzzles that cannot be repaired to the Piece Replacement Department. Keep a daily log of all work done.

Mail Graphics, Inc.

August 2015 - July 2021

Boulder, Colorado

Print Operator: Operate and maintain Ricoh high volume digital printers, color and black and white. Perform a variety of fulfillment tasks including gain cutting, bindery, perforation, scoring, collating and inserting. Work as part of a team to meet deadlines, including monthly and quarterly goals. Responsible for scheduling multiple tasks to best ensure on-time completion of jobs. Conduct regular inventories to determine ordering needs.

Output Services, Inc.

September 2005 - May 2015

Boulder, Colorado

Lead Printer: Supervise and direct print operators in 2 departments. Schedule and prioritize all tasks and jobs. Operate and maintain Xerox 4635, DocuColor 6060 and Xerox Highlight Color. Provide high-volume reprographic services, operate gain cutter and perform hot tape binding for two separate locations. Certified to maintain equipment and perform quality control on Xerox 6180 and iGEN4 on a daily basis. Ensure quality control and manage time for each job/task completion. Maintain stock levels. Responsible for ordering all supplies for color printing, including all auto replenish parts, supplies and tracking inventory. Provide assistance to all other departments to ensure quality control and meet deadlines. Organize and handle all proofs and testing for each job/task. Meet all deadlines in a timely manner with a strong team built by strong communication skills.

Western Medical Center

August 1992 - July 2005

Santa Ana, California

Print Shop Coordinator: Successfully organized online and hard copy files for all department forms and maintained all revisions. Responsible for proofreading forms for all departments. Maintained employee/customer satisfaction. Prioritized and scheduled all jobs. Coordinated turnaround time, equipment maintenance, quality control, ordering stock and maintaining all in-house forms stocked in receiving. Operated and maintained Xerox Digipath 3.0/ Docutech 6115. Provided in-house reprographic services to five facilities that included high-volume copying, padding, cutting, folding, and binding. Recorded month-end meter reading and maintained service calls for 33 convenience copiers.

U.S. Copy Wholesale

February 1987 - August 1992

Huntington Beach, California

Production Supervisor: Supervised the daily activities of a high-volume wholesale reprographic department including project scheduling, quality control, equipment maintenance, and ordering of supplies. Interfaced with customers on their projects and provided counter service when necessary. Computed job costs and invoiced customers. Managed the bindery department.

Xerox Corporation Los Angeles Reproduction Center

October 1980 - February 1987

Los Angeles, California

Promoted to: Production Control Coordinator: Scheduled orders for all three shifts. Computed job pricing/quotes and determined project turnaround time for customers and sales reps. Coordinated customer pick-ups and deliveries by courier. Responsible for credit references, invoicing and analyzing projects for cost effectiveness. Coordinated activities for the production department including scheduling and supervising operators and temporary staff. Managed short-term rental program including ordering and maintaining all equipment.

Machine Operator I: Coordinated activities of Xerox Facilities Management Program. Operated and maintained all Xerox machines. Scheduled projects, estimated turnaround times. Ordered supplies. Interfaced with customers to ensure quality and satisfaction. Responsible for opening 3 litigation facilities in Los Angeles. Completed litigation files in record time during national competition.

Irvine XRC Lead: Coordinated all phases of Irvine Reproduction Center. Operated and maintained all Xerox engineering and duplicating machines, conducted inventory, ordered supplies, scheduled projects, computed quotes and turnaround times. Coordinated pick-up and delivery schedules. Managed all invoicing to customers. Responsible for counter service including phones, cash sales and cash drawer. Maintained efficiency and customer satisfaction. **Machine Operator II:** Operated and maintained Xerox engineering and duplicating machines. Responsible for quality assurance and equipment service.

Education: Orange Coast College, Costa Mesa, California- General Education 1977-1979
Huntington Beach High School, Huntington Beach, California 1974-1977

References Available Upon Request