

Steven Morgheim
(720)-427-0405
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BINDERY OPERATOR

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Dear Bindery Supervisor,

I am excited to apply for the Bindery Operator position at Vision Graphics, Inc. This is a great opportunity and I am prepared to step up to the position.

I am an honest and dedicated employee. I listen and communicate well with other employees to get jobs done efficiently and timely. I have working knowledge and experience running bindery equipment and can do general maintenance.

Thank you for your time, I have attached my resume for you to review. You can contact me by email, morgheims@gmail.com or by phone, (720) 427-0405. I look forward to speaking with you and I thank you for your consideration.

Sincerely,

Steve Morgheim

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BINDERY OPERATOR

PROFESSIONAL SUMMARY AND QUALIFICATIONS

Bindery experience of 30 years, the last 20 of which were with the same company. Gained promotion to be manager due to leadership abilities and collaboration skills with the other workers in the company. Overseeing other team members and their work while being a bindery foreman for 12 years. Additional bindery operator experience includes running the power folders, cutters, saddle stitcher, collators and UV equipment. Ability and willingness to efficiently learn different pieces of equipment.

- Set up, run, and maintain equipment
- Efficiently use the allotted time (Time management)
- Trained and mentored others team members
- Ability to communicate with sales and other department managers to get jobs completed on time
- Involved and contributed in company meetings

PROFESSIONAL EXPERIENCE

Bindery Operator

Cottrell printing | 7255 S Havana St, Centennial, CO 11/1998-07/2019

- Managed a crew of up to 10, Cut and Folded for the progression of the job
- Working knowledge of setting up equipment and running the jobs to complete a finished product
- Willing to train and help out other employees when needed, scheduled the jobs for the department,
- Ensured production rates were high, maintained an overall low spoilage rate
- Ensured quality work was produced to keep consistent customer satisfaction

Bindery Operator

Aspen Graphics | 6 Canon Cir, Greenwood Village, CO 09/1994-11/1998

- Ran bindery equipment including equipment listed above, lead bindery operator, maintained shop cleanliness
- Job scheduling, managing time setup and run time to ensure quality, general maintenance on equipment
- Overall customer satisfaction for multiple jobs, company was able to build a loyal customer base due to the quality of work

EDUCATION AND CERTIFICATION

On the job training and self-taught based off experience due to 30 years in this profession.