

[YOUR NAME]

[Street Address], [City, ST ZIP Code]

[phone]

[e-mail]

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## BINDERY OPERATIONS

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### PROFILE

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- Extensive background in virtually all aspects of finishing operations for printed materials, including sales, production, and office supervision responsibilities in team environments.
  - Train and supervise employees in cutting, folding, and stitching activities, as well as in daily equipment/tool maintenance and repair; maintain quality standards and compliance with customer specifications.
  - Operate machinery, including Lawson, Siebold, and Polar paper cutters; Muller Martini, McCainn, Omega, and Consolidated stitchers; Baum and MBO folders; 3-knife book trimmers; and RB-5 Perfect binders.
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### EMPLOYMENT

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**Litware, Inc., Broadview, IL** 10/92-Present  
*Finishing Supervisor*

- Organize, coordinate, and schedule 12 employees in finishing activities for a wide range of commercial jobs for this printer with sales revenues of \$12-\$15 million. Provide on-the-job training; evaluate and document individual performance. Work closely with sales to assess and meet customer specifications. Procure, set up, and maintain equipment in accordance with job requirements.
- Fulfilled request from vendor to demonstrate its saddle-stitching machinery to a prospective client.

**Proseware, Inc., Broadview, IL** 1/85-10/92  
*President/Co-Owner*

- Responsible for the setup and operation of this binding company as a member of a two-partner team, with responsibility for sales, administration, and production. Hired, trained, and managed up to 32 employees in cutting, folding, and stitching.
- Negotiated the lease for an 18,000 sq. ft. facility; configured the layout and purchased/installed the equipment.
- Handled a variety of jobs such as credit card applications, crack 'n peel stickers, and sweepstakes materials.
- Key clients included Fabrikam, Inc., A. Datum Corporation, and Trey Research.
- Achieved \$1 million in sales and developed a client base of 100 accounts.

**Northwind Traders, Clyo, IL** 4/81-12/84  
*Foreman*

- Supervised up to 30 employees in production activities.

**Graphic Design Institute, Elk Grove Village, IL** 3/79-4/81  
*Combination Operator*

**Lucerne Publishing, Broadview, IL** 1/74-3/79  
*Finishing Technician*

- Gained initial experience in cutting, folding, and stitching jobs.
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### EDUCATION

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**Elm High School, Chicago, IL**