

JESSICA CLAIRE

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SKILLS

- Content and digital asset management
- Account management and updating
- Inventory management and ordering
- Assembly line experience
- Materials transport
- Flexible schedule
- Shipping and receiving expert
- Lifts up to 50 pounds
- Forklift Operation
- Hazardous Materials Endorsements
- HazMat endorsement
- Tanker endorsement
- Safety operation procedures
- Material handling expert
- Extremely quick learner
- Quality Assurance
- Motivated team player
- Manufacturing experience
- Heavy Equipment Operation
- Operations management
- Recordkeeping
- File and database management
- Production deadline management
- Worksite safety
- Operational Improvement

EDUCATION

Bear Creek High School
Lakewood, CO • 05/1993
High School Diploma

PROFESSIONAL SUMMARY

Senior Production Worker and outstanding performer in High Production Printing and Management skills within Printing Industry. Proven success in leadership, operational excellence and organizational development with keen understanding of elements of Manufacturing business. Recognized for inspiring management team members to excel and encouraging creative work environments.

WORK HISTORY

Quadgraphics - Operate and Manage Digital Press Area Brucetown, VA • 06/2006 - Current

- Proofed all job orders, securing client approval prior to production.
- Produced high quality finished printed materials including brochures, flyers, four-color artwork and mailers.
- Adjusted press during production runs to maintain specific registration and color densities.
- Employed root cause analysis to troubleshoot equipment and processing issues.
- Operated press to achieve highest print quality and productivity with minimal scrap.
- Multi-tasked to keep all assigned projects running effectively and efficiently.
- Maintained team efficiency by strategically delegating daily activities, monitoring output and rewarding positive contributions.
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows to meet any daily demand.
- Trained and guided team members to maintain high productivity and performance metrics.
- Boosted team member productivity by enhancing performance monitoring and instituting motivational approaches.
- Prepared and recommended long-range plans for development of Digital department.
- Troubleshoot and diagnosed mechanical issues, completed basic repairs and conducted preventive maintenance actions to keep equipment functional.
- Examined job orders to determine quantity, stock specifications, colors and special printing instructions.
- Followed standards and procedures to maintain safe work environment.
- Met production goals by maintaining cost effective levels of spare parts inventory.

Boyne Resorts - Digital Press Operator Gatlinburg, TN • 01/2002 - 06/2006

- Produced high quality finished printed materials including brochures, flyers, four-color artwork and mailers.
- Examined job orders to determine quantity, stock specifications, colors and special printing instructions.
- Operated press to achieve highest print quality and productivity with minimal scrap.
- Analyzed account workload quantity, complexity and due dates to predict and prevent problems.
- Developed exceptional attendance record with special attention to punctuality and preparation to work upon arrival.
- Managed quality assurance program including on site evaluations, internal audits and customer surveys.

Eagle Direct - 2nd Pressman/Platemaker City, STATE • 08/1998 - 01/2002

- Compared digital and physical customer files to identify and address discrepancies such as fonts, graphics or and layouts.
- Verified artwork backups on company server prior to making any changes.
- Avoided downtime by addressing issues with prepress equipment immediately and applying troubleshooting techniques to identify root cause issues.
- Multi-tasked to keep all assigned projects running effectively and efficiently.
- Properly secured loads with security straps, covers and security seals.
- Produced high quality finished printed materials including brochures, flyers, four-color artwork and mailers.
- Prepared and operated offset printing press for maximum efficiency and production.
- Proofed all job orders, securing client approval prior to production.
- Managed quality assurance program including on site evaluations, internal audits and customer surveys.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

Coors Brewing Company - Set-up Crew City, STATE • 01/1996 - 08/1998

- Examined incoming materials and compared to documentation for accuracy and quality.
- Monitored production schedule to keep proper amount of [Type] inventory on hand.
- Supported machine operators in setup and operation of production equipment resulting in efficient runs.
- Reviewed production schedules and streamlined processes.
- Made sure that products were produced on time and are of good quality.
- Performed general equipment maintenance and repair to minimize downtime.
- Located and moved stock of products to pallets or crates to prepare for shipment and storage.
- Prepared forklift for daily use by refueling and recharging battery.
- Used daily production sheets or work tickets to record number of units handled or moved.
- Cleaned and organized work area by removing empty pallets and other hazards.