

**Peter Printen**

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**SUMMARY OF QUALIFICATIONS**

- Experience performing electronic pre-press operations, laying out jobs, and generating computer to plate production
- Creates press proofs and machine operations procedures
- Efficiently sets up and operates digital printing presses
- Maintains a safe work environment
- Performs pre-flight jobs for various printing processes

**EDUCATION**

**Northeast Wisconsin Technical College**, Green Bay, WI

*Print Technology, Technical Diploma*

May 2024

- Relevant Courses: Digital Publishing Operations, Macintosh Illustration, Digital Print Applications, Wide Format Graphics, Variable Data Publishing, Graphic Reproduction Tech

**EXPERIENCE**

**Offset Press Operator Intern**

September 2023 – Present

*Hallmark Cards*, Green Bay, WI

- Operate and maintain press and all auxiliary equipment
- Guide crew to meet and exceed production standards while maintaining customer quality requirements
- Keep accurate records of all delay time during shift
- Adhere to all current standard operating procedures
- Know set-up and maintenance procedures for entire press
- Troubleshoot unit and folder problems with minimum delay time

**Bindery Operator Intern**

June 2023 – September 2023

*Epsilon*, Green Bay, WI

- Operated all bindery equipment, including folders, cutters, stitchers, affixers, tabbers, straight knives, and glue attachments
- Proofed original job copy sample to confirm accuracy of job specifications before completion
- Maintained records of time, tasks, and number of pieces completed per job
- Prepared finished product by placing in boxes for delivery
- Performed routine maintenance, cleaning, and repair of equipment
- Read, reviewed and interpreted instructions on sample board using key information for set ups and operations, including troubleshooting and correction as necessary