

Kevin Lee Dunkelberger

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SKILLS SUMMARY

Book Binder

- Examined stitched, collated, bound, or unbound product samples for defects, such as imperfect bindings, ink spots, torn pages, loose pages, or loose or uncut threads.
- Read work orders to determine instructions and specifications for machine set-up.
- Installed or adjust bindery machine devices, such as knives, guides, rollers, rounding forms, creasing rams, or clamps, to accommodate sheets, signatures, or books of specified sizes.
- Trimmed edges of books to size, using cutting machines, book trimming machines, or hand cutters.
- Stitched or glued endpapers, bindings, backings, or signatures, using sewing machines, glue machines, or glue and brushes.
- Monitored machine operations to detect malfunctions or to determine whether adjustments are needed.
- Maintained records, such as daily production records, using specified forms.
- Lubricated, cleaned, or made minor repairs to machine parts to keep machines in working condition.
- Set up or operated bindery machines, such as coil binders, thermal or tape binders, plastic comb binders, or specialty binders.
- Set up or operated machines that perform binding operations, such as pressing, folding, or trimming.

Copy Clerk

- Marked copy to indicate and correct errors in type, arrangement, grammar, punctuation, or spelling, using standard printers' marks.
- Read corrected copies or proofs to ensure that all corrections have been made.
- Corrected or recorded omissions, errors, or inconsistencies found.
- Compared information or figures on one record against same data on other records, or with original copy, to detect errors.
- Routed proofs with marked corrections to authors, editors, typists, or typesetters for correction or reprinting.
- Consulted reference books or secure aid of readers to check references with rules of grammar and composition.
- Consulted with authors and editors regarding manuscript changes and suggestions.
- Archived documents, conducted research, and read copy, using the internet and various computer programs.

Food Service Manager

- Monitored compliance with health and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities.
- Monitored food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Counted money and make bank deposits.
- Investigated and resolve complaints regarding food quality, service, or accommodations.
- Coordinated assignments of cooking personnel to ensure economical use of food and timely preparation.
- Scheduled and received food and beverage deliveries, checking delivery contents to verify product quality and quantity.

- Monitored budgets and payroll records, and review financial transactions to ensure that expenditures are authorized and budgeted.
- Maintained food and equipment inventories, and keep inventory records.
- Scheduled staff hours and assign duties.
- Established standards for personnel performance and customer service.

WORK HISTORY

Book Binder

1 year

- CSP Solano, Vacaville, CA

Copy Clerk

2 years

- CSP Solano, Vacaville, CA

Food Service Manager

3 years

- CSP Solano, Vacaville, CA

EDUCATION

High School Diploma

Central Juvenile Hall, Los Angeles, CA 2001