

DIGITAL PRODUCTION MANAGER

Professional Summary

Creative professional with extensive project experience from concept to development. Experienced manager with strong leadership and relationship-building skills. Over 20 years managerial experience. Looking to join a company that will creatively challenge and provide growth opportunities.

Core Qualifications

- Strong verbal communication
- Computer proficient
- Conflict resolution
- Quick learner
- Proficiency in Adobe Creative Suite, Microsoft
- Extremely organized
- Office products
- Excel in employee development
- Team Leadership
- Process implementation
- Skilled Operator, iGen4, Various Digital Printing Solutions and Equipment
- Proficiency in Various forms of Bindery

Experience

Digital Production Manager 10/2012 to Current Company Name City , State

- Responsible for all aspects of Digital Production for a Premium printing/ graphic design company
- Delivering the highest quality production while meeting all client directed deadlines
- Provided onsite training.
- Successfully led key projects which resulted in increase in productivity and reduction in labor expenditures.
- Worked directly with client sales, art and bindery departments to meet client deadlines.
- Monitored multiple databases to keep track of Equipment and House Stock inventory levels.

Director of Production 05/2005 to 06/2012 Company Name City , State

- Supervision: Supervised team of ten Document Specialists
- Project Development: Collaborated with team of Document Specialists in the completion of various printing, copy, and design projects.
- Documentation: Wrote and edited documents to keep staff informed on policies and procedures.
- Creative Problem Solving: Resolved production issues through quality control and team member development.
- Process Improvement: Created new departmental procedures.
- Assessed organizational training needs.
- Protective Services: Applied safety procedures and policies as outlined in Department Safety Manual.
- Reporting: Documented and resolved production issues with quality control.
- Computer Proficiency: Used Microsoft Excel to develop inventory tracking spreadsheets.
- Responsible for all aspects of Production for a Premium business to business printing/ graphic design company.
- Delivering the highest quality production while meeting all client directed deadlines.
- Provided onsite training.
- Developed new process for employee evaluation which resulted in marked performance improvements.
- Initiated procedures and maintained quality standards which resulted in 14% revenue growth.
- Successfully led key projects which resulted in increase in productivity and reduction in labor expenditures.
- Worked directly with client sales and service departments to meet client deadlines.
- Supported Vice President of Production with daily operational functions at the Buffalo location.
- Monitored multiple databases to keep track of all location inventory.

Assistant Store Manager 01/2001 to 01/2004 Company Name City , State

- Responsible for all aspects of managing a retail pharmacy including inventory management, financial management, goal setting, and employee development
- Successful completion of "Phase One" management training course.

Business Sales Specialist 01/2000 to 01/2001 Company Name City , State

- Responsible for negotiating sale transactions with perspective small business customers in relation to all their telecommunication needs including local and long distance, toll free, multiple line and location networking, data referrals and web hosting.
- Familiar with various ordering and billing systems such as BAC, DBMP, WATS OP, ON, OON and others.
- Meeting monthly sales quotas Finished highest score of 99.5% on training classes.

Merchandise Manager 01/1999 to 01/2000 Company Name City , State

- Responsible for all aspects of managing a retail clothing store
- Successful completion of moduled management training program

Store Manager, District Trainer 01/1996 to 01/2000 Company Name City , State

- Responsible for all aspects of managing a retail sporting goods store

- Winner of three consecutive sales performance contests resulting in 10% annual growth.

Education

Bachelor of Science : Communications Video Production 1997 State University of New York City , State Communications Video Production

Associate of Arts and Sciences 1994 Onondaga Community College City , State

Regents Diploma 1992 Thomas J. Corcoran High School City , State

Skills

billing systems, Creative Problem Solving, client, databases, Documentation, financial management, goal setting, graphic design, inventory management, inventory, managing, management training, Microsoft Excel, negotiating, networking, organizational, policies, Process Improvement, Project Development, quality, quality control, Reporting, retail, Safety, sales, spreadsheets, Supervision, telecom, employee development, web hosting