

JANE SMITH

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VISUAL COMMUNICATIONS/PRODUCTION MANAGER WITH 20+ YEARS OF EXPERIENCE

PROFESSIONAL PROFILE

A creative, results-driven, and client-focused Production Manager offering two decades of progressive, wide-spread printing/design industry experience. Accustomed to working under fast-paced, high-volume, time-sensitive conditions with short notice and little or no instruction. Ability to manage multiple responsibilities simultaneously, proactively resolve issues, and consistently exceed established goals. A team-player and leader demonstrating a meticulous attention to detail and a high-level of accuracy and thoroughness. Recognized for capacity to work autonomously as well as collaboratively, function in a dynamic and changing environment, and interact effectively with all levels of support staff and management. Flexible in accepting assignments and responsibility. Superior trouble-shooting, critical-thinking, and problem-solving skills. Strong written, oral, and technical aptitude. Proficient in Apple Macintosh and IBM compatible computers. Typing speed of (70+) WPM.

CORE COMPETENCIES

- *Desktop Publishing*
- *Photo Correction/Manipulation*
- *Vendor Sourcing/Selection*
- *Full-Color/B & W Work*
- *Document/Page Layout*
- *Graphic Arts/Design*
- *Client Relations/Support*
- *Proposal/Report Development*
- *Technical Editing/Proofreading*
- *Quality Assurance Standards*
- *Project Management/Leadership*
- *Graphic/Image Creation & Editing*
- *Staff Supervision & Training*
- *Typeface Production/Typography*
- *Marketing/Advertising Campaigns*

EDUCATION

Bachelor of Fine Arts in Visual Communications; Emphasis in Visual Communications/Editor
American Intercontinental University, Buckhead, Georgia; Projected Graduation Date: October 2012

Associate of Arts in Business Administration; Emphasis in Visual Communications
American Intercontinental University, Buckhead, Georgia; Graduated Magna Sum Lauda: March 2006

DESIGNATIONS

- Commissioned Notary Public since 1989, District of Columbia, Maryland, and Virginia

PROFESSIONAL EXPERIENCE

ABC Company Any Town, USA **May 2000 - Present**
Production Manager

Environmental and Energy Research and Consulting

- Directed a team of four (4) production staff responsible for technical reports, project plans, technical deliverables, procedures, and other documents for operating divisions; tailored proposal templates to each bid and provided strategic guidance for proposal and report development.
- Managed production, coordinated projects, and created and executed marketing presentations, proposals, and research publications; oversaw both large and small-scale proposals and report efforts.
- Developed and deployed of a wide range of electronic and printed graphic materials utilizing integrated steps and processes that involve extensive knowledge of specialized, multi-faceted design and multimedia concepts.
- Assisted Development Managers' with scheduling, editing materials, proof-reading, and performance in quality control checks.
- Assembled, edited, and formatted project summaries, used for past performance references, including employee resumes and corporate biographies.
- Performed special projects to support business development and management needs including research.
- Planned and made advanced decisions that assisted the Director of Research and Consulting with daily operations; established goals including engagement in both short-term and long-range planning initiatives.
- Evaluated and enforced quality control; detected and resolved potential/actual deviations.
- Provided information management, measurement of performance, and institution of corrective actions.
- Worked in tandem with the Finance Department; assisted in budget planning, prepared purchase orders and invoices, allocated resources, and provided an effective support system.
- Provided technical software support; created complex, original graphic designs and comprehensive layouts in the production process; managed production and operation of software for page layout and print production.

PROFESSIONAL EXPERIENCE (CONTINUED)

- Directed pre-press desktop publishing techniques, typesetting, and layout principles for publication designs; designed page layouts, presentations, and advertisements and provided solutions to design problems including creativity and visualization techniques.
- Coordinated integration of text and graphics into program documentation; converted and manipulated photographs and drawings into digital images.
- Determined staffing needs; wrote and edited job descriptions.
- Recruited, screened, interviewed, and selected agencies and candidates for open positions; provided project leadership, management, and training.

ABC Company

Any Town, USA

February 1989 - May 2000

Publications Manager

- Primary responsibilities included management of the publications department. Provided information services, technical training and seminar support for research programs, including attorney assistance with policy recommendations for environmental leaders abroad.
- Managed and published research and marketing products. Provided software and hardware functions that included setup, troubleshooting, and training. Served as an Editorial Assistant for the National Wetlands Newsletter, and provided database management support and designs for the Annual Awards Dinner Events.
- Developed, organized, and proofread written and edited documentation for reports, proposals, financial statements, outlines, charts, graphs, and routine correspondence under ongoing firm deadlines. Distributed bids and contracts for research associates and attorneys, including facilitation of project launch meetings.

Additional Desktop Publishing, Administrative and Technical Support Services Experience:

- ABC Company, Any Town, USA
- ABC Company, Property and Procurement Branch, Any Town, USA
- ABC Company, Any Town, USA

Contract Work Through Various Agencies Servicing Clients Including:

- Price Waterhouse Coopers, The Army Engineer School Brigade, and Andrews Air Force Base

TECHNICAL ADDENDUM/SOFTWARE

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|----------------------------|------------------------|----------------------|--------------------------|
| • <i>Adobe Photoshop</i> | • <i>Adobe Acrobat</i> | • <i>Powerpoint</i> | • <i>MS Office Suite</i> |
| • <i>Adobe Illustrator</i> | • <i>Dreamweaver</i> | • <i>Publisher</i> | • <i>FileMaker</i> |
| • <i>Adobe InDesign</i> | • <i>Flash</i> | • <i>QuarkXpress</i> | • <i>TypeManager</i> |

PROFESSIONAL DEVELOPMENT

- College of Southern Maryland (CSM), Art Fundamentals, Waldorf, MD
- College of Southern Maryland (CSM), Text & Graphics Integration, Waldorf, MD
 - Data Processing Institute (DPI), Washington, DC
- EEI Communications, Adobe Software & Project Management, Alexandria, VA
 - Fashion & Art Institute of Atlanta, Fashion Merchandising, Atlanta, GA
 - Notary Public Laws and Procedures
 - Strayer College, Database Management, Washington, DC
- University Maryland University College (UMUC), Art and Design, Waldorf, MD
 - University of the District of Columbia (UDC), Washington, DC

PROFESSIONAL AFFILIATIONS

- Eli Research for Desktop Publishing and Graphic Design Professionals
 - National Association for Female Executives (NAFE)
 - National Notary Association (NNA)

References Furnished Upon Request