

ROBERT SMITH

Center Production Coordinator

info@qwikresume.com | <https://Qwikresume.com>

Center Production Coordinator is responsible for Managing production crew including scheduling and training for each project, Scheduling studio time for post-production needs such as editing, sound mixing, color correction etc, Managing any special projects that come up during the course of the day such as content creation or social media posts.

MARCH 2007 - DECEMBER 2008

CENTER PRODUCTION COORDINATOR - ABC CORPORATION

- Trusted by serving as a key holder, responsibly opening and closing the center.
- Utilised product differentiation and referral-based selling tools to secure new clients and repeat sales.
- Assisted in the training of center team members.
- Performed multiple tasks at the same time, using automatic equipment capabilities.
- Managed all aspects of the production from start to finish.
- Ensured smooth running of production staff.
- Coordinated with vendors on day-of deliveries and set construction.

2004 - 2007

CENTER PRODUCTION COORDINATOR - DELTA CORPORATION

- Produced custom orders of printed materials using processes including reprographic printing (Xerox and Canon machines), wide-format printing (HP .
- Responsible for all print production projects within the center.
- Unfailingly met multiple simultaneous daily deadlines, projects and served as a customer service associate as well as operated the cash register.
- Maintained records for the shipping/receiving department and maintained store setup to exceed standards.
- Used copiers, printers, scanners, several different computer software programs and operating systems.
- Include handling all major production activity in the center with very little supervision.
- Also prepares the daily paper work in the back office at times and handle the bank deposits.

EDUCATION

GED



SKILLS

Social Media, Training, Sales.