

OLIVIA SMITH

Print Production Manager

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PROFESSIONAL SUMMARY

Innovative Print Production Manager with a decade of experience orchestrating complex print projects from initiation to delivery. Expertise in optimizing production workflows, managing vendor relationships, and controlling costs to achieve operational excellence. Committed to fostering collaboration across teams to ensure timely project completion while upholding the highest quality standards.

WORK EXPERIENCE

Print Production Manager

📅 May / 2019-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Coordinated and executed print production for multiple retail brands, ensuring adherence to project timelines and budgets.
2. Conducted vendor negotiations and managed contracts to optimize cost efficiency and service quality.
3. Oversaw print media budgets totaling over \$40 million, ensuring accurate cost tracking and reporting.
4. Developed promotional materials, including flyers and banners, enhancing brand visibility.
5. Designed and produced various print media for clients, maintaining high standards of quality and creativity.
6. Managed all aspects of printing inventory, ensuring adequate supplies for smooth operations.
7. Provided leadership and support to staff, fostering a collaborative and productive work environment.

Print Production Manager

📅 May / 2015-May / 2019

Lakeside Apparel Co

📍 Chicago, IL

1. Led production meetings to align project goals with team capabilities and timelines.
2. Collaborated with suppliers to secure quality materials at competitive prices.
3. Maintained open communication with key clients to ensure project satisfaction and address concerns.
4. Managed projects across digital and offset printing platforms, ensuring quality standards are met.
5. Coordinated bindery processes, including cutting, binding, and laminating, to finalize print products.
6. Oversaw logistics for deliveries, ensuring timely shipping and handling of printed materials.

EDUCATION

Bachelor of Arts in Graphic Design

📅 May / 2012-May / 2015

University of Arts

📍 Phoenix, AZ

Focused on print media production and design principles.

SKILLS

Analytical Thinking



Job Costing



Production Reporting



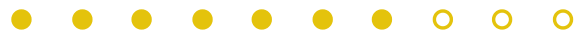
Resource Allocation



Creative Problem Solving



Attention To Detail



INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

STRENGTHS

⚖️ Fairness

↔️ Flexibility

➔ Forward-thinking

❤️ Gratitude

LANGUAGES



English



Spanish



German

ACHIEVEMENTS

- 🌟 Reduced print production costs by 15% through effective vendor negotiations.
- 🌟 Increased on-time project delivery rate to 98% by implementing streamlined workflows.
- 🌟 Successfully managed print production for campaigns exceeding \$2 million in budget.