

# Robert Smith

## Print Production Specialist

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
[info@qwikresume.com](mailto:info@qwikresume.com)  
[www.qwikresume.com](http://www.qwikresume.com)

### PERSONAL STATEMENT

Experience developed my ability to train, evaluate and lead teams. Planning, good communication and the will to solve problems effectively were the main elements that supported my ability to complete successful projects. a quick learner and I easily adapt to different stressful environments and tasks.

### WORK EXPERIENCE

#### **Print Production Specialist**

**ABC Corporation - January 2007 - August 2008**

##### *Responsibilities:*

- Oversaw print quality, task delegation, and project efficiency.
- Worked directly with both the art director and the art team to ensure digital art was produced in a manner that was in line with the art directors vision and efficient given specific production parameters.
- Acted as liaison between the director and the print team and worked with team members individually to instruct them on digital design techniques and the Adobe Creative Suite.
- Assisted the art director with all aspects of print and digital design and oversaw manual production.
- Tasked with ensuring timely completion of jobs that had fallen behind under the direction of other printers.
- Only printer trusted to produce prints on high-dollar items for the most important clients.
- Brought the shop back to order and able to deliver promised goods on schedule for six consecutive years.

#### **Print Production Specialist**

**Delta Corporation - 2002 - 2007**

##### *Responsibilities:*

- Fixing malfunctions, refilling printers throughout the school as well as basic customer service skills communicating with students and teachers .
- Successfully operated an in-store print shop with over 10 production machines, while assisting customers with all of their office supply and .
- Determined pricing, established project deadlines, completed 100s of print projects, and all in-store advertising.
- Documented, organized, and processed print project folders, log books, vendor orders, and client data while maintaining complete confidentiality.
- Provide consulting and layout services to multiple remote clients assist design, marketing, and editorial teams with decision-making about .
- Perform weekly press checks of American Lifestyle magazine using data collection and variable data software + Manage in-house print jobs and .
- Print production specialist including mechanicals, pre-press, comp construction and final press checks with a strong emphasis on meeting

### SKILLS

Mac OS X, Adobe Creative Suite, PC, Art Direction, Photo Manipulation And Editing, Instruction And Training, Fine Art, Microsoft Office, Graphic Design.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

deadlines .

## Education

MS