# Assistant Production Director

# ROBERT SMITH

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## Objective

A trained Production Director of 7 + years. Having extensive knowledge in the areas of all things audio, and video production as well. Held leadership roles in production, as well as supervising a crew of 20 and overseeing flight operations onboard the nuclear aircraft carrier.

## Skills

MS Office, Interpersonal & Communication Skills, Customer Service

## Work Experience

### Assistant Production Director

**ABC Corporation** - April 1994 – November 1997

- Evaluated manuscripts and prepared them for copyediting, design, and composition.
- Oversaw copyediting, proofreading, indexing, design, and production.
- Worked with authors, copyeditors, proofreaders, indexers, illustrators, artists and photographers as well as in-house acquisitions editors and marketing.
- Hired, negotiated fees and supervised freelance copyeditors, proofreaders and indexers, compositors, artists, illustrators, and photographers.
- Accountable for producing a high-quality book within budget, schedule and the best possible cost efficiencies.
- Created and maintained schedules and monitored budgets carefully.
- Managed staff of designers, production editors, and prepress and manufacturing buyers.

### Production Director

**ABC Corporation** - 1990 – 1994

- Established promotional products division and launched new product lines, diversifying offerings, acquiring new clients and expanding relationships with existing customers.
- Led a team of 8, providing comprehensive production and client relationship management training to staff.
- The persuasively presented value proposition to prospects.
- Continuously improved communications processes.
- Key Accomplishments Successfully launched division that delivered new digital printing and disk replication and printing programs, generating $200K in additional revenue.
- Achieved a 15% sales increase in 1st year and delivered up to 10% savings on project budgets.
- Streamlined workflow with hardware and software upgrades and by establishing more efficient email communication tools.

## Education

BA in Communications - (Chatham College - Pittsburgh, PA)

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