

# ROBERT SMITH

## Production Specialist II

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Highly creative and multi-talented Senior Production Artist with more than 10 years in product publishing and print design. Results-oriented and accustomed to surpassing expectations in deadline-driven environments.

## EXPERIENCE

### Production Specialist II

#### Annie's - JANUARY 2015 - 2019

- Experience in publication layout/coordination of magazines, books, catalogs, newsletters, promotional material, fulfillment, packaging and web/social media graphics.
- Supervise the production artist department, consisting of seven graphic artists.
- Skilled in scheduling, delegating projects, organizing files, and maintaining and meeting deadlines.
- Proficient at critiquing work, quality control, creating procedures and processes for staff, and maintaining color management standards.
- Responsible for approval of all printed projects.
- Proficient at pre-press, troubleshooting files and computers, and preparing numerous types of files for various outputs (printers, web, e-readers).
- Mentor and train team members and interns in company procedures and policies.

### Production Specialist

#### ABC Corporation - 2013 - 2015

- Five Digit mailing system.
- Polar cutter.
- Collating.
- UPS and Fed Ex Red Tags, Scanning (Bar-Code) Quality Control, Check Inspection.
- Building and Maintaining Stock area.
- Velobind stitcher./ Loach machine mail syestem.
- Fork Lift Certified.

## EDUCATION

- Bachelor of Science in Business, International Business - (College - Fort Wayne, IN)

## **SKILLS**

Print Production Publication Layout: Magazine, Books,.