

# Senior Production Coordinator

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

As a Senior Production Coordinator position, responsible for managing multiple priorities at a time related to licensing for series from pre-production to post; collaborating with client partners at all stages of creation and production process, etc.

### Skills

Microsoft Office, Peoplesoft, Coordinating Skills.

### Work Experience

#### Senior Production Coordinator

**ABC Corporation** - 2015 - 2015

- Coordinated production services for multiple prints and electronic educational projects.
- Selected and managed vendors, prepared and monitored budgets, and facilitated relationships between vendors and in-house design/art/photo, editorial, reprint, and manufacturing departments.
- Initiated reevaluation and editing of company scale pricing document to close loopholes, resolve ambiguity, make pricing consistent, and edit verbiage to match house style for consistency.
- Received corporate Silver ACE Award for Financial and Operational Performance for work on this initiative.
- Presented editors and designers overview of scale pricing documents to help them understand how changes they made on page proofs equated to production costs.
- Discussion resulted in more transparency between departments and reduced costs as editors/designers implemented previously secret budget information.
- Promoted from Production Coordinator to Senior Production Coordinator.

#### Senior Production Coordinator

**Delta Corporation** - 2010 - 2015

- Coordinate and monitor all phases of manual and book production including reprints.
- Communicate product specifications with vendors, including the negotiation of composition and printing price structures.
- Develop and maintain interface with typesetters, printers, marketing, editorial staff, and distribution.
- Design and maintain Access database with all production data and costs including report development.
- Coordinate high-speed production lines including staffing, tracking labor hours, downtime, and resource planning.
- Oversee line personnel to maximize efficiency and production.
- Responsible for over 40 workers (both contract and full time).

## Education

GED