

# ROBERT SMITH

## Senior Production Coordinator

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More than 10 years' successful experience in sales and account management with recognized strengths in customer retention, problem-solving and trouble-shooting, sales staff support, and planning/implementing proactive procedures and systems. Detail-oriented and resourceful; able to juggle multiple priorities and meet tight deadlines without compromising quality.

## EXPERIENCE

### Senior Production Coordinator

#### ABC Corporation - FEBRUARY 1996 - MARCH 2014

- Managed Carters licensing product line for Wal-Mart, Target, Child of Mine, and Target JOY programs from start to finish.
- Managed Garanimals product line for exclusive distribution to Wal-Mart for infant, toy, bath, and bedding departments.
- Developed and maintained relationships with William Carter Company, Little Me, GoodTimes Entertainment, Garfield, Baby Hello Kitty, Curious George, Thomas the Tank, Baby Snoopy, Rudolph the Red-Nosed Reindeer, Garanimals, Sesame Street, and Nickelodeon.
- Maintained quality control through regular trips to Asia to interface with existing manufacturers, review product development, oversee new projects, and evaluate new factories.
- Assisted with style master setups as well as changes/updating projections.
- Set up Price Negotiation sheets for the pricing department.
- Compiled, updated, and communicated all detailed information pertaining to all orders received to the International Division, including cancellations, material/color changes, factory/country of origin changes, etc.

### Senior Production Coordinator

#### Delta Corporation - 1994 - 1996

- Led production coordinator on a team of 5.
- Onboarded, trained counterpart in Mexico facility in all US and Mexican processes including, monthly requirements, coordination, and communication .
- Managed, oversaw the day to day communication with counterparts in the Mexico facility.
- Work daily with overseas factories throughout the entire production process, from product development through completion of goods Negotiate pricing, .
- Check comp orders, page proofs, and cover mechanicals for accuracy Interact with managing editorial, design, art, operations, and outside vendors.

- Among other special print and online projects, a central responsibility was being the hub of production multitask pre-press coordination.
- Coordinated Technical Aspects of Corporate Events.

## **EDUCATION**

- Bachelor Degree

## **SKILLS**

Microsoft Office, Good Communication,&nbsp;