

ROBERT SMITH

Senior Production Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a Senior Production Coordinator, responsible for Maintaining the relationship with contracted Instructors through the entire production process by providing technical support, performance feedback project delivery-related details.

CORE COMPETENCIES

Critical Thinking, Production Skills, Organizational.

PROFESSIONAL EXPERIENCE

Senior Production Coordinator

ABC Corporation - September 2013 – August 2015

Key Deliverables:

- Established benchmark for accurately tracking employee attendance and paid time off hours.
- Used Strategic Planning, Critical Thinking, Human Resources, Interpersonal Skills, Quality Assurance, and Organization Re-engineering.
- Created Engineering Change Orders to release IP&T items.
- Posted and approved documentation to various websites and make available to both internal and external customers in a timely manner.
- Created & populated product pages with graphics, video & copy using WordPress.
- Retrieved files from FTP and placed pages for printers retrieval.
- `#{job_description7}`

Senior Production Coordinator

Delta Corporation - 2011 – 2013

Key Deliverables:

- Oversee all time and action calendars and production charts.
- Followed up with overseas offices and agents to ensure the execution of all production orders - Partnered with Design, Sales, and Marketing to manage.
- Elk Grove Village, IL, Industry leader in plumbing supplies and accessories.
- Senior Production Coordinator.
- Implement and oversee all phases of production from layout to print and finishing.
- Established and managed publishing schedules for over 60 sports magazines and publications Monitored editorial and advertising material throughout.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

GED

