Robert Smith

Senior Production Coordinator

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SUMMARY

Dedicated and focused Senior Production Coordinator who excels at multi-tasking and prioritizing multiple tasks simultaneously. Years of experience in a demanding high volume and detail-oriented environment. Technical proficiencies include Word, Excel, Outlook, and PowerPoint.

SKILLS

Microsoft Office Suite, Social Media Marketing, Household Management, International & Domestic Travel Coordination, Project Management, Project Planning, Project Coordination.

WORK EXPERIENCE

Senior Production Coordinator

ABC Corporation - April 1998 – October 1999

- Purchased pre-press, print, fulfillment, personalization, and graphics-related products and services.
- Selected and managed relationships with all outside vendors to achieve a balance of price and quality.
- Provided extensive print production knowledge and expertise to assist outside vendors, Account Service and Art Department to achieve high-quality products and services.
- Managed purchase orders, project instructions, cost estimates, and invoice reconciliation.
- Maintained proficient working knowledge of graphic design, both graphic and print technical specifications, lettershop, and postal requirements.
- Utilized strong communication and organizational skills to act as a liaison between Account Services and outside vendors by providing regular project updates to team members and production-focused recommendations to ensure efficient and accurate completion of projects.
- Assisted traffic manager in research, design, implementation, and enforcement of procedures to improve workflow and quality standards.

Senior Production Coordinator

Delta Corporation - 1997 – 1998

- Orchestrated and designed Corporate Special Events planning services with a focus on client needs assessment, vendor relations, site inspection, cost.
- Organized events from conceptions to completion; overall concepts and design elements, arranged set and production schedules and managed on-site.
- Wilkinson ave, Noho CA.
- Opening and closing coordinator for eight luxury home communities.
- Used refined organizational and time management to manage a pipeline of consumer loans averaging 30 to 50 a month.
- Officiated weekly staff meetings and established broker relationships by gaining their trust.
- Base plus commission.

EDUCATION

Bachelor Of Science

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