
Advertising Production Manager Resume

Job Objective

To obtain Advertising Production Manager Position with an established company where I can further boost my career in this field.

Highlights of Qualifications:

- Experience in managing ad traffic for campaigns in an advertising agency environment and managing online advertising and web technologies
 - Huge knowledge of banner ad production and print
 - Outstanding knowledge internet advertising systems
 - Proficient with InDesign, database technologies, Flash, HTML and XML highly
 - Immense ability to manage multiple projects and complete work within deadline
 - Sound ability to produce television commercials
 - Proficient in print production technology
-

Professional Experience:

Advertising Production Supervisor
BIC Corporation, Irving, TX
October 2008 – Present

- Evaluated invoices for accuracy and documented all reports for savings.
- Maintained client reports, prepared summaries and scheduled calendars.
- Participated in various projects for increasing productivity and managing business.
- Managed data for production and prepared scheduled database.
- Analyzed systems and provided reports for same.
- Administered client reports for various processes.
- Coordinated with client services supervisor and managing director and maintained job folders for same.
- Participated in meetings and prepared power point presentations.

Advertising Campaign Specialist
Tribune Interactive, Inc, Irving, TX
August 2003 – September 2008

- Coordinated with sales and marketing department and executed advertising campaigns and ensured satisfaction of advertiser.
- Managed implementation of ad campaigns and ensured implementation according to campaign standards.
- Administered production and implemented online campaigns for new clients.
- Ensured accuracy of all reports for new and existing partners.
- Assisted sales and operations team in analyzing reports.
- Analyzed online advertisements and its performance and managed project from conceptualization to implementation.

Publishing Advertising Sales Coordinator
Nature Publishing Group, Irving, TX
May 1998 – July 2003

- Coordinated with various teams and prepared sales materials and presentation.
 - Managed production of sheets and prepared creative briefs.
 - Developed workflow for various sales and marketing departments.
 - Monitored paperwork and ensured efficiency in same.
-

Education:

Bachelor's Degree in Graphic Design
Chabot College, Hayward, CA

[Build your Resume Now](#)