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## Associate Production Manager Resume

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### Job Objective

Seeking Associate Production Manager's position in a well established firm to use my education and experience in a way that benefits the company.

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### Highlights of Qualifications:

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- Huge experience in providing printing specifications, working on Quark express in a creative department
  - Huge knowledge of graphic arts and print production
  - Immense ability to adapt to various changes in process
  - Proficient with Adobe Creative Suite 4 (InDesign, Photoshop and Illustrator)
  - Exceptional ability to coordinate with various teams
  - Outstanding skills to perform troubleshoot on digital assets
  - Excellent communication skills in both oral and written forms
  - Ability to provide instructions to graphic team
  - Ability to work in broad range of Graphic Arts applications
  - Solid understanding of graphic design layout, concepts and fundamentals
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### Professional Experience:

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Associate Production Manager  
Media Match, Azalea, OR  
October 2008 – Present

- Coordinated with marketing and sales managers and determined various project parameters.
- Prepared and determined project schedules and completed work according to priorities.
- Developed production budgets and ensured compliance to same.
- Assisted Design Manager and selected vendors through evaluation of work.
- Worked with design managers and scheduled all photography assignments.
- Managed all production process and tracked its flow.
- Monitored requests and questions of all internal customers and resolved queries.

Production Associate  
Perrigo, Azalea, OR  
August 2003 – September 2008

- Prepared layouts and coordinated with various teams to obtain final proofs.
- Analyzed all projects, determined priority for printing work.
- Coordinated with Production Managers and freelance vendors to enhance effectiveness of projects.
- Performed various graphic duties and managed all related write ups.
- Assisted Production Manager in everyday activities.
- Observed design projects and made minor changes if required.

Production Designer  
Production Company, Azalea, OR  
May 1998 – July 2003

- Assisted in developing strong visuals in coordination with designers and editors.
  - Developed page layouts and prepared required style sheets.
  - Ensured compliance to all project schedules and deadlines.
  - Maintained knowledge on digital asset technology.
  - Coordinated with designers and copy editors to streamline process.
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### Education:

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Bachelor's Degree in Organizational Management  
Eastern Illinois University, Charleston, IL

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