
Digital Print Manager Resume

Job Objective

To enhance my skills and further my career by filling the position of Digital Print Manager in well-established organization.

Highlights of Qualifications:

- Experience in managing digital print shop
 - Thorough knowledge of Mac and PC graphic software
 - Remarkable knowledge of copy and print equipments
 - Ability to summarize metrics and analyze data
 - Ability to maintain all information confidential
 - Exceptional customer service skills
 - Ability to work without supervision
 - Ability to work within deadlines
 - Ability to work on Microsoft Office applications
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Professional Experience:

Digital Print Manager

Avato digital services llc, Augusta, GA

October 2008 – Present

- Prepared all theatrical features for film laboratories.
- Administered shipment of all prints for Freight Company.
- Managed all communication with territory print manager.
- Ensured compliance to all anti privacy measures in systems.
- Developed and update print tracking system for all orders.
- Assisted to prioritize all orders for labs.
- Monitored shipping dates within required timeframe.
- Performed troubleshoot on processes and facilitated decisions.

Digital Print Lead Operator

Innovative Marketing Resources, Augusta, GA

August 2003 – September 2008

- Ensured compliance to all project deadlines.
- Administered multiple jobs for various digital projects.
- Developed and maintained professional relationships with all clients.
- Maintained and operated various digital print and copy equipments.
- Monitored records of all digital analog orders.
- Managed inventory of all supplies and facilitated appropriate actions.

Digital Print Operator

AlphaGraphics, Augusta, GA

May 1998 – July 2003

- Managed and operated all equipments according to production standards.
 - Monitored inventory supplies and placed purchase orders.
 - Ensured compliance to all organization safety guidelines.
 - Maintained accurate data for all PS system.
 - Participated in all periodic safety training programs.
 - Documented various department procedures.
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Education:

Bachelor's Degree in Business Administration

Grinnell College, Grinnell, IA

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