

Client Name

Address • City, State
Phone # • Email Address

PRODUCTION MANAGER

An accomplished Production Manager with over 6 years of experience overseeing the daily production of digital files; and working with national and international production facilities on a vast range of projects. Created and Spearheaded industry procedures resulting in overhead reductions on a variety of company expenditures. Expert Proficiency in the following areas: **Graphic Design, Digital Marketing, Creative Direction, Brand Development-Branding and Identity, Digital Strategy and Online Advertising.**

AREAS OF EXPERTISE

Copywriting • Design
Estimating
Client Education
Creative Production

Project Management
Design Management
Account Management
Human Resources Management

Technical Advisement
Best Practices • Compliance
Document Preflight Troubleshooting
Cultural Sensitivity

CAREER HIGHLIGHTS

INTERNATIONAL COLOR SERVICES

- Instrumental in reducing production costs within assigned department through procedural revitalization. Travelled to Europe to help reduce costs at sister company through procedure enhancement and advanced training.
- Selected to receive advanced management training in order to educate and mentor staff management.
- Elected to represent employees as a liaison with management in an attempt to create a better working environment.
- First employee to be elected employee of the year (2006) by the management of International Color Services.

PROFESSIONAL EXPERIENCE

INTERNATIONAL COLOR SERVICES, Scottsdale, AZ
Senior Project/Production Manager (2008-Present)

1998-Present

- Oversee daily production of digital files prepared for use in offset printing and website development.
- Manage budgets on accounts and implement time management strategies to meet deadlines.
- Collaborate with sales staff to meet project requirements in specified timeframes.
- Advise management and sales staff when changes are required within a job's structure.
- Develop and update procedures for current and new accounts.
- Administer client education and technical troubleshooting.
- Coordinate with IT Department to produce in house automation of client files.
- Develop strategies to increase sales for our clients through the use of iPad/tablet applications.
- Establish and maintain working relationships with outside vendors and their facilities.
- Collaborate with senior management to develop and implement strategies to maximize productivity and increase efficiency.
- Travel as needed for the company in regards to client support, file preparation and various production techniques.

THE BOTTOM LINE

Reduce costs 67% after assuming responsibility for another department's account

PROFESSIONAL EXPERIENCE CONT:

Project Coordinator (2005-2008)

- Worked directly with customer service and sales support on projects received from clients
- Coordinated production team in regards to established deadlines for various projects
- Reviewed digital files for accuracy prior to client or printer release
- Tracked productions hours on projects for review with senior management

Held other positions at International Color Services to include: **Customer Services/Sales Support** (2000-2005); **Digital Prepress Specialist** (1998-2000)

NORTHLAND GRAPHICS, Flagstaff, AZ

1995-1998

Digital Studio Manager (1997-1998)

- Managed output of digital imaging, scanning and traditional proofing methods
- Collaborated with outside vendors regarding equipment upgrades and maintenance for both hardware and software applications
- Established relationships with both local and regional printing companies
- Represented the company for both product evaluation and printing press checks

Digital Imaging Specialist (1995-1997)

- Prepared digital files for output in accordance with industry standards
- Scanned images using Howtek drum scanner. Color corrected/manipulated images as required
- Calibrated all output hardware to meet AGFA imaging standards.

Other positions held between 1991 and 1995 include: Digital Imaging Specialist with Hollis Digital Imaging Systems, Tucson, Arizona; Art Director/Creative Designer with GEO Advertising & Design, Tucson, Arizona

TECHNOLOGICAL PROFILE

Adobe CS3 • CS4, CS5, CS6 (Photoshop, Illustrator, InDesign) • QuarkExpress 7 & 8 •
DocuColor 700/7500

EDUCATION & DEVELOPMENT

**Bachelor of Fine Arts, Visual Communications-
emphasis on graphic design**, Northern Arizona
University

Training: Photoshop World and Skillpath seminars

Memberships: Current member of the National
Association of Photoshop Professionals.

NETWORKING PROFILES

- <https://www.youtube.com/watch?v=ETIcAe89U7Y> (Digital Portfolio)
- <http://www.linkedin.com/pub/tony-mccollum/13/522/529>
- <http://www.facebook.com/anthony.mccollum.90>