



Objective

Digital Media Production Specialist for Corporate Marketing Department

Qualifications

- Web Design using HTML, Macromedia Dreamweaver, Microsoft FrontPage
- Video Editing using Adobe Premiere
- Graphic Design using Adobe Photoshop and Quark
- Presentation design and technical editing
- Strong knowledge in professional printing and binding
- Seven years of management experience at The Wiz and Linens and Things
- Document Control Lead
- Strong skills in meeting production and delivery deadlines
- Knowledgeable and professional interaction with customers, sales force, engineers, manufacturing, marketing and front office personnel
- Form design for web and print
- Computer repairs, upgrades and building
- Animation design using Adobe Image Ready, Macromedia Flash and Lightwave

Professional Experience

Goodrich Corporation Electro-Optical Systems

- Media Production Specialist, Document Control Lead 2001-present

Maintenance and storage of company documents and forms as well as upkeep of database. Design and maintenance of the company website. Design of company posters and display boards. Formatting of company proposals and presentations from inception through printing and binding with a 100% on-time completion rate. Working closely with customers as well as all major departments in the building. Preparation and planning for company trade shows including data sheet design and display set up. Sole individual responsible for all in-house printing and binding.

Linens and Things

- EMS Manager (Early Morning Shift) 1998-2001

Manager and team leader of early morning flow and process team. Responsible for distribution of product to floor, display design and floor plan maintenance. Responsible for company ordering, shipping and receiving and inventory control. Responsible individual for hiring and interviewing all department members, time card management, payroll and scheduling.



The Wiz

- Audio Manager 1995-1998

Manager and team leader of Audio Department where sales improved an average of 25% annually and were consistently the highest in the district in service agreements. Responsible individual in charge of department scheduling, payroll and sales tracking. Maintained database and close contact with all vendors and suppliers. Training of new hires and scheduling of product training and trips. Won numerous service and sales awards from district and area managers. Department lead for inventory control and ordering.

Education

- Gibbs College, Norwalk CT Summa Cum Laude Degree Digital Media, 2005
- Western Connecticut State University 1996

Special Recognition/Awards

- Dunhill Employee of the Month November 2002
- Six time spot award winner for excellence at the Goodrich Corporation
- Certificate of Achievement awarded from Mark Andrews at Gibbs College
- Six time Dean's List Award recipient/One time Presidents List
- Continuous Improvement Award for cost savings in document destruction

Associations

- Volunteer time for the Danbury School And Business Collaborative [DSABC],
- American Red Cross First Aid/Adult CPR/AED