



MICHAEL ANDERSON

BOOK PRODUCTION DIRECTOR

PROFILE

Distinguished book production specialist with a robust portfolio in managing diverse publishing projects across multiple genres. Expertise lies in streamlining production processes and enhancing team productivity through strategic planning and effective resource allocation. A proactive leader capable of anticipating challenges and devising solutions that drive project success. Proficient in leveraging technology to optimize production timelines and improve communication among stakeholders.

EXPERIENCE

BOOK PRODUCTION DIRECTOR

Literary Legends Publishing

2016 - Present

- Oversaw the production lifecycle of over 200 titles, ensuring alignment with market demands.
- Developed and implemented a comprehensive quality control process that increased overall product quality.
- Led cross-departmental meetings to enhance communication and resolve production issues swiftly.
- Utilized project management software to track progress and maintain transparency with stakeholders.
- Established benchmarks for production timelines, consistently achieving or surpassing set goals.
- Mentored a team of production coordinators, fostering professional development and growth.

PRODUCTION ASSISTANT

Epic Reads

2014 - 2016

- Supported the production team in coordinating the release of new titles, ensuring all deadlines were met.
- Maintained production schedules and facilitated communication among various departments.
- Conducted detailed reviews of manuscript proofs, identifying errors and inconsistencies.
- Assisted in the management of vendor relationships to ensure quality printing services.
- Participated in brainstorming sessions to develop innovative marketing strategies for upcoming titles.
- Created and maintained documentation for all production processes, enhancing organizational efficiency.

CONTACT

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SKILLS

- Production Management
- Team Collaboration
- Quality Control
- Strategic Planning
- Communication
- Problem Solving

LANGUAGES

- English
- Spanish
- French

EDUCATION

MASTER OF ARTS IN PUBLISHING,
COLUMBIA UNIVERSITY, 2016

ACHIEVEMENTS

- Increased production efficiency by 30% through the implementation of streamlined workflows.
- Received 'Outstanding Achievement Award' from the publishing industry for innovative project management.
- Contributed to a 15% increase in sales through successful title launches.