



MICHAEL ANDERSON

Senior Print Production Manager

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SUMMARY

Distinguished Print Production Specialist with over a decade of experience in overseeing complex print projects, ensuring adherence to high standards of quality and efficiency. Expertise in managing cross-functional teams and fostering collaborative relationships with clients and vendors alike. Demonstrated proficiency in implementing innovative solutions that streamline production processes, reduce costs, and enhance overall productivity.

WORK EXPERIENCE

Senior Print Production Manager **Elite Print Solutions**

Jan 2023 - Present

- Oversaw the entire print production lifecycle from concept to delivery, ensuring alignment with client specifications.
- Implemented cost-reduction strategies that decreased production expenses by 15% annually.
- Managed a team of 12 production staff, enhancing team efficiency and morale through targeted training programs.
- Developed and maintained relationships with key suppliers to negotiate favorable terms and improve service levels.
- Utilized project management software to track progress, deadlines, and resource allocation effectively.
- Conducted regular quality assurance checks to uphold industry-leading standards and compliance.

Print Production Coordinator **Creative Media Group**

Jan 2020 - Dec 2022

- Coordinated print schedules and workflows to optimize resource utilization and minimize downtime.
 - Collaborated with design teams to ensure print materials met visual and functional requirements.
 - Administered quality checks and provided feedback to improve print processes and final products.
 - Maintained inventory levels and ordered supplies to ensure uninterrupted production.
 - Trained junior staff on print production techniques and best practices.
 - Generated detailed reports on production metrics for management review.
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EDUCATION

Bachelor of Arts in Graphic Design, **University of Arts, 2010**

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Quality Assurance, Vendor Negotiation, Team Leadership, Cost Reduction, Print Technologies
- **Awards/Activities:** Successfully led a project that won the National Print Excellence Award in 2021.
- **Awards/Activities:** Reduced waste by 20% through the implementation of sustainable printing practices.
- **Awards/Activities:** Recognized as Employee of the Year in 2018 for outstanding contributions to production efficiency.
- **Languages:** English, Spanish, French