

Rose Marie Prezgia
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Objective

To obtain a position as a Print/creative Production Manager

Professional Profile

I enjoy the organizational demands of project management as well as the more sensitive areas of day to day client and vendor interaction. My background roots in many aspects of production including - studio, prepress, print and photography for POP, POS Direct Mail, Collateral and packaging which allows me to have a deep understanding of the entire "process."

Career History

2006-2008-Valspar, The Pampered Chef

- Production/Trafficking and Account Management
- Scheduling –Routing, tracking approvals and budget management

2005-2006-Draft/FCB

- Senior Art Buyer

2004-2005 - Alchemy Studio-Account Executive/Studio Manager

- Managed studio and employees
- Created and managed Budgets
- Schedules, Routing
- Participated in group client presentations and promotions for new business
- Print Buying – Estimating Print/Pre Press- Collateral, direct mail and packaging, maintaining budgets

Vertis APS-1994-2003

- **Studio Manager/Senior Producer at Photography/Design Studio – (1997-2003)**
 - Assistant to Creative Director
 - Estimating photography, creative and usage
 - Managing Employees
 - Producing photo shoots-Budgets, schedules, tracking through spreadsheets and Data Traks
 - Developing and maintaining vendor relationships
 - Liaison for studio-Communication from Clients/Sales to talent
 - Asset Management – Oversaw a image library of over 150,000 images-Storage and naming
 - Trafficking – Scheduling and routing of projects
 - Seeing project through final billing with a deep understanding of budget management
 - Data traks Super User- Training employees and implementing systems: Purchase Orders, Invoicing, time, material and system tracking
 - Developing strategies for development and expansion of procedures and process
- **Senior Customer Support Specialist – (1995-1997)**
 - Coordinating Pre press collateral and direct mail, P.O.P, P.O.S
 - Trafficking projects between Client, designers, and staff
 - Ensuring all entities of project are on task and incorporated into project
- **Packaging Specialist – (1994-1995)**
 - Coordination packaging production between designers, clients and production
 - Scheduling production meetings, writing up tickets
 - Creating and circulating spreadsheet updates of job status
 - Ensuring FDA Guidelines were met

Customer Service/Production Coordinator-Viking Graphics, Chicago, IL (1989 -1995)

- Print Coordinator
- Pre-Press Production -Color management quality control

Education

- **Printing Institute of Illinois – Certificate-** Printing I and II
- **Joliet Junior College – Classes -** Advertising I and II, Business I and II, Computers
- **Wright College – Certificate -** Computer and Internet
- **London Litho – Classes -** Mac-based Quark and Illustrator
- **Software – Classes -** Excel, Word, Power Point, MS Office

CAPABILITIES & ACCOMPLISHMENTS

- Integral part in helping launch – Alchemy and Bang Studios
- Created and Art Directed concept of Alchemy Studio's signature "Pour Ad" for marketing and advertorial needs.
- Member of the APC-(Art Buyers Production Club) sponsored by Workbook in NY and Allegra Wilde.