

DAN SKELTON

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Meticulous, detail-oriented **Publishing Professional** with over 20 years of experience in managing staffs and trafficking projects from concept and design through successful printing. Experienced team leader with proven ability to create and maintain flexible workflows and foster a collaborative environment. Adept at establishing partnerships with myriad cross-functional teams to maximize productivity and efficiency.

AREAS OF EXPERTISE

- Page and Art Workflows
 - Creative Scheduling
 - Vendor Communications
 - Pricing & Budget Concerns
 - Process Development & Training
 - Archiving Systems
 - Adobe Creative Suite
 - K4
 - Virtual In-House Production
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PROFESSIONAL EXPERIENCE

ROBOTS AND CUPCAKES, LLC, Hoboken, NJ

JULY 2013-PRESENT

Manager of Production & Operations

Managing a digital publishing house providing a wide array of services for a diverse client base.

- Supervise and Schedule full and part-time staff to ensure all deadlines are met easily.
- Motivate personnel and foster a positive work environment.
- Prioritize projects within the shop.
- Audit employee hours and vacation time.
- Budget overall job profit margins.
- Archive creation and maintenance.
- Project Management.
- Problem-Solving.

AMERICAN MEDIA, INC, New York, NY

MAY 2007-APRIL 2013

Director of Production Operations

Managed 4-person department providing all pre-press needs for multiple publications including Star and OK!

- Trafficked, shipped and approved all pages for approximately 110 issues per year.
- Worked closely with Managing Editor to develop best practices for editorial workflow and to avoid late fees.
- Final approval of all shipped pages via DBL Online and Kodak Insite.
- Trafficked all images through Virtual In-House Prepress retouching services.
- Archived all publications including special issues.
- Problem-Solving including accelerated workflows and disaster recovery.

MULTIPLE PUBLICATIONS, New York, NY

JANUARY 2007-MAY 2007

Freelance Production Specialist

Provided pre-press production and editorial workflow services on an as-needed basis for several different magazines including: Marie Claire, Departures, Fast Company, and Men's Health.

- Processed and placed images
- Trafficked pages through editorial workflows
- Color Proofing

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VERTICAL MEDIA, New York, NY

MAY 2004-JANUARY 2007

Production Director

Worked closely with GIANT Magazine's General Manager to create and maintain a highly flexible workflow for a launch publication, while simultaneously providing all pre-press needs.

- Managed relationships with paper broker, color separator, vendors and printer.
- Created and maintained page templates for both editorial and advertising pages.
- Designed advertising pages, mock-ups, inserts, etc.
- Performed on-press color approvals.
- Maintained production and editorial schedules, deadlines, and budgets.

THE HEARST CORPORATION, New York, NY

MARCH 2000-MAY 2004

Production Manager

Managed production department for Popular Mechanics, and aided in the implementation of Heart's Quantum Initiative which brought all pre-press processes in-house.

- Processed and placed images.
- Managed needs of design department and color separator.
- Maintained page templates and issue archives.
- Directed art and design workflows for special publications and advertorial inserts.

THOMPSON MEDIA, New York, NY

MARCH 1997-MARCH 2000

Managing Editor

Supervised staff of Accounting Today including: writers, editors, designers and advertising salespeople.

- Coordinated print schedules, and page maps.
- Commissioned photo shoots, artwork, and illustrations.
- Copyedited entire publication as well as the daily internet newswire

FORBES, INC, New York, NY

OCTOBER 1988-MARCH 1997

Creative Director

Helped a staff with no prior experience to launch a companion magazine to the Social Register.

- Designed page layouts, commissioned illustrations and artwork.
- Supervised all steps of productions.

EDUCATION

Bachelor of Arts: English, History & Economics, The University of Arizona, Tucson, AZ (1988)

Proficient in MS Office Suite, Adobe Creative Suite, K4, VIP4.