

Barbara J. Hammond

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Objective: A challenging position as a project manager/producer or production manager with a growing company.

Accomplishments:

- All against deadline pressure, expertly guided production of all forms of printed advertising vehicles including point-of-purchase, magazine ads, direct mail, catalogues, signage, annual reports, materials for trade show booths, etc.
- Self motivated, persistent and resourceful at internet research and organization of writing projects.
- Exercised quality control oversight for Microsoft MMRP Business Licensing and other direct mail and email projects.
- Successfully developed turn-key projects including writing detailed specifications for paper choices, press runs and bindery configurations for complicated advertising projects.
- Controlled competitive bidding, scheduling and budgeting for multi-part client projects using multiple vendors.
- Over fifteen years experience simultaneously managing multiple projects in all forms including 3-D displays, packaging, retail point-of-purchase displays, printed advertising and direct mail projects.
- Experienced liaison between vendors and clients to insure integrity of digital blueines, color proofs and press checks to suit excellent final printed products.
- Preflight Microsoft game rollouts with QC oversight in consultation with client on fonts, graphic files, color matches, etc. for CD covers, booklets and packaging.
- Managed outside-the-box creations such as metal cubes and plastic invitations for rollouts of new PF Flyer shoes.
- Managed production of signage, catalogues and flyers for new and established REI stores tailored to accommodate regional concerns.
- Worked closely with company representatives for national accounts to anticipate and avoid problems and satisfy printing needs.

Employment:

Production Manager, MRM Worldwide, Seattle, WA, 2008-09

Freelance Print Buyer for REI, Big Fish Creative Staffing, Kirkland, WA, 2007-08

Print Production Manager, Heckler Associates, Seattle, WA, 1998-2007

Freelance Print Production Specialist, Microsoft Interactive Media, Redmond, WA, 1996-98

Production Manager, Parallel Communications, Redmond, WA, 1994-96

Manager, Customer Projects and Services, United Graphics, Seattle, WA, 1990-94

Project Manager, Fisher-Harrison/PBM Graphics, Greensboro, NC, 1983-1990

Education:

University of North Carolina - Greensboro
Bachelor of Arts - Psychology, Minor in English

Greensboro, NC

References: Available upon request