

TAMARA POTSELUEVA

SKILLS

Extensive knowledge of PC and intermediate knowledge of MAC operating systems; Microsoft Office; Adobe Creative Suite; Print Production and PrePress; Composition of Web & Print Advertisement; Text and Image Editing; Customer Service Relations; Project and Event Coordinating; Superior Organization Skills; Extensive Ability to Multitask; Advanced Schedule Management; Competency to Take the Lead and Troubleshoot on Various Levels; Manual & Digital Photography; Beginner Knowledge of HTML and Flash; Fluent in Russian and English

EXPERIENCE

Production Coordinator

Bentley Publishers Inc · Cambridge, MA

Sept. 2007 – June 2008

- Completed production and oversaw manufacturing for new titles and reprints of books
- Simultaneously worked on numerous projects of various difficulty levels
- Managed printer relations and schedules
- Worked closely with Editorial departments and freelance Editors
- Updated cover layouts in InDesign, edited illustrations and photographs, and distilled PDFs
- Handled collection, preflighting, troubleshooting, and packaging of files for print vendors
- Voluntarily worked overtime to complete projects by appointed deadline

Project Manager

Pearson Education · Boston, MA

May 2006 – Sept. 2007

- Evaluated and prioritized incoming custom educational material projects
- Prepared and forwarded manuscripts to vendors and in-house staff for editing
- Coordinated and maintained production schedules
- Kept detailed records of exact status of each project
- Edited PDFs (PitStop) and source files (Quark) for quicker turn-around
- Updated front and back matters when time allowed
- Interfaced with Development Editors, Proofreaders, Manufacturing, and Art Department

Event Coordinator

Tradix Associates Inc · Newton, MA

Sept. 2004 – March 2006

- Assisted in organizing an event overseas for over 200 international participants
- Acted as a member of the Coordinating Committee
- Managed communication, travel arrangements, and data about attendees
- Correlated meetings for over 55 companies by managing limited amount of space and time
- Successfully supervised up to 5 subordinates during the 5 day event
- Organized the manufacturing of informational and promotional materials for the event

Graphics, Photo, and Print Coordinator

Exoticar Model Company Inc · Avon, MA

Dec. 2000 – Dec. 2003

- Composed print catalogs, handled collection, preflighting, and packaging of files for printer
- Photographed new merchandise using digital SLR camera and basic studio equipment
- Retouched and optimized photographs and other images for web and print use
- Managed the front page and product listings on corporate website
- Created advertisement pieces for auto publications and auto-enthusiast websites
- Assisted Customer Service department with orders and technical issues
- Managed E-Bay auctions of special valuable merchandise

EDUCATION

Northeastern University · Boston, MA
Bachelor of Science in Graphic Design

June 2001