**Donald Stevens**

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**Objective:** To occupy the position of a production coordinator in a book production house, that would benefit from my coordinating expertise.

**Experience Summary:**

* Handled various type of book production tasks and gained expertise in variety of production editing work processes
* Introduced the use of software to speed up work processes

**Professional Experience:**

**Production Coordinator, July 20XX to Present**

GP Publications Services, Illinois

* Supervised book production and printing processes
* Handled software such as QuarkXpress Canvas, Aldus Freehand, and Adobe Illustrator and Microsoft Word on a daily basis
* Designed covers for books and important marketing material
* Handled tasks related to vendors, coordinated with vendors ad managed various activities with them

**Production Assistant, July 20XX to August 20XX**

Ocean Shipping Inc, Illinois

* Handled the paste-up corrections for reprint titles
* Designed the cover for various marketing materials
* Produced production reports using Macintosh software

**Education**

20XX - 20XX James College, Illinois

* Completed a Bachelor's Degree in Literature
* Completed a Master's Degree in Literature

**Computer Skills:**

Proficient in the use of the following computer languages:

* QuarkXpress
* Frame Maker
* Adobe illustrator
* Adobe Photoshop
* Macintosh
* PageMaker
* MS Word

**References**

Furnished upon request.