

JOE CALLAN

3304 RENWOOD BLVD. UNIT 101

LOUISVILLE, KY 40214

845.401.6261 - J@JOECALLAN.COM

PRODUCTION - PACKAGING - PUBLISHING, WEB & PRINT

EXPERIENCE

UPS (OCTOBER 2017 - PRESENT)

Part-time Supervisor, Secondaries, November 2017 - Present

- Secondaries Training Supervisor, 1/19-Present
 - Orienting and training new hires for first two weeks on their respective belts
- Louisville/Retain Belt, Peak Season 2018
 - Managing five employees; highest volume belt in Secondaries
- New England Belt, 6/18-11/18
 - Managing five employees; raised linked bags from 85% to 96%
- Maryland Belt, 3/18-6/18
 - Managing four employees; zero misloads three months running
 - Successfully completed Hub School (97% OJS)
- Secondary 3 Sort, 11/17-3/18
 - Managing two employees; coordinate with lower belts to manage workflow

Part-time Package Handler, October - November 2017

- Secondary 3 Sort

HARPERCOLLINS PUBLISHERS (AUGUST 2011 - DECEMBER 2016)

Assistant Manager - Reprint Production, March 2014 - December 2016

- Responsible for hundreds of discrete orders per month, generating millions of units annually
- Manage 2-5 direct reports; provide coverage in the absence of the Director
- Communicate production priorities to vendors
- Price production at several vendors, overseas and domestic, accounting for production and shipping turn times to meet inventory needs
- Coordinate with editorial and design departments to provide print vendors with corrected files in subsequent productions
- Proof color-critical print materials and communicate quality issues to vendor
- Create solutions to assure JIT manufacturing, with a focus on material availability, logistics, and vendors' current production loads
- Knowledge of physical production processes and mechanical specifications in web offset and sheetfed applications; knowledge of display and packaging dies
- Communicate production capacities and costs with inventory and publishing departments

Digital Production Assistant, August 2011 - February 2014

- Assisted in the management of archived print and digital production assets
- Worked with production department and print vendors to assure that up-to-date materials are available for archive
- Provided specialized, task-oriented training and best practices for new users of the Digital Asset Management (DAM) system, including security protocols for critical intellectual property assets

JOECALLAN.COM (JANUARY 2011 - PRESENT)

- Taking on clients as a freelance copywriter, marketer, designer and web host
- Subcontracted for a design firm completing photoediting and design work
- Managed a private leased server
- Still servicing legacy hosting customers, no longer advertising/taking on new clients.

DOMAINER'S MAGAZINE (MAY 2008 - JANUARY 2011)

Starting position: Art Director

Ending position: Production Manager/Publisher

- Changed printers, negotiated new contract cutting 40% print production overhead
- Responsible for print distribution to advertisers, industry expos and events
- Communicated cost-per-issue and analysis to magazine owners
- Advised production decisions regarding paper stock and magazine binding
- Managed website functionality, content, and advertising
- Customized page layout using HTML, CSS, PHP and JavaScript
- Designed layout for 3rd and 4th volumes of Domainers Magazine
- Created commissioned ads for magazine advertisers as well as house ads
- Concepted and created covers, wrote cover lines for each issue

MILFORD MAGAZINE (APRIL 2005 - DECEMBER 2007)

Starting position: Editorial Assistant

Ending position: Senior Editor

- Served as interim editor of a regional monthly with 20k circulation
- Wrote feature stories and last-minute copy under critical deadlines
- Managed a staff of three full-time employees
- Maintained a team of 15-20 freelancers
- Responsible for approving all pages with Editor-in-Chief
- Final sign-off on production files to printer

CANANDAIGUA WINE COMPANY (AUGUST 2003-APRIL 2005)

Starting position: Pallet Stacker

Ending position: Line Supervisor

- Supervised production on 6 unique bottling production lines staffed by 3-7 other operators
- Ran regular product quality checks and communicated any issues to management
- Made minor adjustments/repairs to production equipment, communicated more acute issues to maintenance engineers
- Maintained awareness of production floor and all tagout/lockout procedures
- Reconciled all production counts with warehouse at end of shift

APPLIED
SCIENCE

Design {Adobe Photoshop, InDesign, Acrobat, PitStop}

Data Processing {MS Office, OpenOffice, LibreOffice}

Web Administration {WHM, cPanel, MySQL}

Digital Asset Management {Telescope}

Web Programming {HTML, XML, CSS}

CMS {Joomla!, WordPress, Drupal}