

Cordelia Borrayo

Print Production Manager

Results-driven Print Production Manager with 5 years of experience in overseeing high-quality print projects from conception to completion. Adept at managing budgets, timelines, and vendor relationships while ensuring exceptional customer satisfaction. Strong track record in process optimization, cost reduction, and team leadership to deliver innovative print solutions.

cordelia.borrayo@gmail.com



(197) 607-4580



123 Maple Street, Milwaukee, WI
53202



Education

Bachelor of Arts in Graphic Design and Print Production at University of Wisconsin-Milwaukee, WI

Aug 2013 - May 2018

Relevant Coursework: Graphic Design Principles, Typography, Color Theory, Web Design, Digital Illustration, Branding and Identity, Package Design, Print Production Techniques, Advanced Layout Design, and Design Portfolio Development.

Links

[linkedin.com/in/cordeliaborrayo](https://www.linkedin.com/in/cordeliaborrayo)

Skills

InDesign



Photoshop



Illustrator



Prepress



Color Management



Pagination



Proofreading



Employment History

Print Production Manager at Quad/Graphics, WI

Apr 2023 - Present

- Successfully managed the production of over 500,000 high-quality print materials per month, resulting in a 20% increase in customer satisfaction and a 15% reduction in production time.
- Streamlined the print production process by implementing new software and automation tools, leading to a 25% increase in efficiency and a reduction in operating costs by \$100,000 annually.
- Developed and led a team of 10 print production specialists, achieving a 98% on-time delivery rate for all projects and significantly reducing the number of errors and reprints.

Assistant Print Production Manager at Arandell, WI

Sep 2018 - Feb 2023

- Successfully managed the production of over 150 high-quality print catalogs annually, ensuring all projects were completed on time and within budget, resulting in a 95% client satisfaction rate.
- Implemented process improvements that led to a 20% reduction in production errors and a 15% increase in overall efficiency, ultimately saving the company \$50,000 annually in reprint and labor costs.
- Collaborated with a team to develop and launch a new digital proofing system, which streamlined the approval process and reduced turnaround times by 25%, leading to faster delivery for clients and increased capacity for the company.

Certificates

G7 Expert Certification

Sep 2021

Project Management Professional (PMP)

Aug 2020

Memberships

Printing Industries of America (PIA)

International Association of Printing House Craftsmen (IAPHC)