

Jason Kivela

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http://jasonkivela.com/web_portfolio/

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PROFILE: ARTISTIC / DESIGN MANAGER

- Experienced **team manager** offering 19 years of success leading all phases of design projects.
- Proven **process strategist** able to gather employee feedback and metrics to analyze processes.
- **Trainer** that uses an “experience the task in their shoes” approach to **develop documentation**.
- **Process manager** with the ability to design and follow demanding production schedules for complex projects.
- Can leverage technical and operations knowledge combined with a friendly and “everyone wins” mentality to **communicate effectively** with clients, company executives and employees.

CAREER PROGRESSION

FULLFILLMENT MANAGER, OMNIPRESS, INC. (MADISON, WI) 2011-2017

- Performed workload/capacity analysis for project management teams.
- Managed new business growth meeting a 36% department revenue growth goal for 2016.
- Worked with the product director to develop consistent pricing and service contracts, eliminating years of custom workflows and outside of standard process promises.
- Managed cross-departmental supervision, leading company wide process improvements.
- Developed project planning and tracking tools for project management teams.

PAGINATION SPECIALIST, LASERWORDS PUBLISHING, LLC (MADISON, WI) 2007-2010

- Organized schedules, workflows, and employee availability (both overseas and domestic) for project managers.
- Created and adapted book templates for textbooks to meet the accreditation/certification requirements for several U.S. states in multiple languages.
- Setup InDesign templates to use XML for page layout, to export to ePub and other web outputs.

COMMUNICATIONS DIRECTOR, WISCONSIN CHIROPRACTIC ASS. (MADISON, WI) 2006-2007

- Provided research results and opinions on software upgrades and purchases.
- Sourced print solutions for the production of flyers and training materials for multiple on-going professional development classes.

PUBLICATION TECHNOLOGIES SPECIALIST, APEX PUBLISHING, LLC (MADISON, WI) 2000-2006

- Visited facilities in Chennai, India to review workflows and quality standards. Remained on site for a month with regular team meetings to fine tune procedures.
- Optimized design files into templates for production, including offshore layout facilities.
- Created in-template documentation to assist layout personal in use of the templates.
- Handled content placement using meta-tagged text content for indexing and cross-referencing.

EDUCATION AND CREDENTIALS

University of Wisconsin, School of Business, Center for Professional & Executive Development

Business Process Improvement Using Lean Six Sigma and Performance Metrics Certificate

Leadership: Inspire the Best in Your People Certificate

University of Wisconsin, Platteville, BA in Communications and a minor in Fine Arts

COMPUTER SKILLS

Salesforce, Adobe Creative Suite, Microsoft Office (including Access and strong Excel skills), Visio, ePub, HTML, XML, SQL, Python, Google Analytics, Web Usability, 508 Accessible PDF Compliance