Joe Frizzell

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Experience

PENGUIN RANDOM HOUSE

Digital Production Manager — **October 2011 – Present**
- » Oversee production and distribution of files and metadata for e-books, apps, and downloadable audio.
- » Fully transitioned frontlist e-Book production from conversion vendors to in-house production.
- » Discover, design and implement new processes, systems, tools and workflows to improve productivity.
- » Manage a team of eight direct reports who create, distribute, and maintain digital products.
- » Work with integration teams to merge data and systems between Penguin and Random House.

Assistant Digital Production Manager — **June 2010 – December 2011**
- » Developed a pilot process to bring e-Book production in-house using InDesign.
- » Wrote scripts in JavaScript/AppleScript/Shell script to streamline and automate all aspects of eBook production.
- » Translated Delta databases from MS Access to MS SQL Server.
- » Helped manage conversion vendors and distribution vendors to produce and distribute digital assets.

Senior Digital Production Associate — **December 2008 – June 2010**
- » Coordinated with retailers and conversion vendors to ensure quality of digital product.
- » Developed, analyzed, and managed internal digital asset management system (the Delta) using MS Access databases.
- » Converted and updated fixed and reflowable EPUB, Kindle, and Digital PDF files from InDesign and MS Word files.
- » Trained and guided digital production associates to ensure their deadlines were met.

Digital Production Associate — **April 2008 – December 2008**

Online Content Image Assistant — **January 2007 – April 2008**

GOLF MAGAZINE *Intern to the Photo and Art Departments* — **February 2008 – April 2008**

BARNES & NOBLE *Bookseller* — **February 2005 – October 2006**

MJM CREATIVE *Production Assistant* — **January 2004 – December 2004**

Education

THE CITY COLLEGE OF NEW YORK — **August 2004 – June 2008**

Bachelor of Arts in Electronic Design and Multimedia
- » Graduated Magna Cum Laude
- » Dean's List all four years
- » Participated in City College Honors Program

Skills

SCRIPTING
- » AppleScript 👍👍👍
- » Grep/Regex 👍👍👍
- » JavaScript 👍👍
- » Shell script 👍👍
- » Perl 👍
- » Python 👍

DATABASE DESIGN
- » MS SQL Server 👍👍👍
- » MS Excel 👍👍👍
- » MS Access 👍👍
- » MySQL 👍👍
- » XML 👍👍
- » FileMaker Pro 👍

GRAPHIC/WEB DESIGN
- » Adobe Creative Cloud 👍👍👍
- » HTML5/CSS3 👍👍👍
- » EPUB 3 👍👍👍

OTHER
- » Fluent in Spanish 👍👍
- » "Joe Glow" 👍👍👍

👍 —Good   👍👍 —Great   👍👍👍 —Guru