Joe Frizzell

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Experience

PENGUIN RANDOM HOUSE

Digital Production Manager — **November 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 – November 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