

# Joe Frizzell

212•203•3898 — [joefrizzell@gmail.com](mailto:joefrizzell@gmail.com) — [joefrizzell.com](http://joefrizzell.com)

## 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 Excel 🍌🍌🍌
- » MS SQL Server 🍌🍌🍌
- » MS Access 🍌🍌
- » MySQL 🍌🍌
- » XML 🍌🍌
- » FileMaker Pro 🍌

### GRAPHIC/WEB DESIGN

- » HTML 5/CSS 3 🍌🍌🍌
- » EPUB3 🍌🍌🍌
- » Adobe Creative Cloud 🍌🍌

### OTHER

- » Fluent in Spanish 🍌🍌
- » “Joe Glow” 🍌🍌🍌

🍌 — Good

🍌🍌 — Great

🍌🍌🍌 — Guru