Hiring Manager  
Staffing Solutions, LLC  
610 SW Broadway, Suite 500

Portland, Oregon 97205-3406  
  
Dear Hiring Manager for Staffing Solutions,  
  
I’m applying for the position of Print Production Coordinator. When you review my resume you’ll see I have almost four years of diverse experience in project management, including substantial experience coordinating print and media production projects, and that I have proficiency with all the programs needed to succeed at this position.

My project management experience is quite varied. I’ve managed campaign communication projects, website creation projects, corporate incorporation projects, media placement projects, and medical device product documentation projects. My success in these varied project management settings demonstrates my flexibility for adapting to changes and the positive impact I can bring to any team. For example, I designed office and lab policies for a team of lab technicians running 24/7 testing to ensure timely completion of medical device testing. As a team we created hundreds of pages of Microsoft Word, Visio, and Excel files, organized in Agile-controlled file trees, knowing that a missing signature or forgotten checkbox could invalidate the documentation, and potentially delay a product launch and cost the company $100 million per month. By setting clear standards and consistently appreciating good work, I was able to get all the lab techs to take a high level of pride in their work and consistently turn out quality documentation quickly.

Even outside my project management experience, I have a diverse experience with media and print production, running back to my college days at Dartmouth, where I managed production in InDesign of a student newspaper, and where I interned for a publishing house (the University Press of New England) and a medical magazine (Dartmouth Medicine). Since then I can point to a wide variety of production projects, whether it was a small project managing a single Photoshop artist to create website mockups in 2010, or working with vendors and company executives to create the www.PharmaSecure.com website in 2009, or working with the volunteers, vendors, consultants, and Dave Young himself to create all of the campaign mailers and brochures for Dave Young for Colorado in 2012. These experiences, including producing mailers and radio spots to the mother of all deadlines—election day—show I can thrive in deadline driven environments whether I’m working solo or coordinating on a team.

Thank you for considering me for this position. I hope to hear from you soon.  
  
Kelley Meck

**EDUCATION** DARTMOUTH COLLEGE *Hanover, NH*

* Bachelor of Arts, Major in Economics, May 2008
* Study Abroad at University of Edinburgh, fall 2005.

**SELECTED PROJECT MANAGEMENT & PRODUCTION EXPERIENCE**

April – Nov '12 DAVE YOUNG FOR COLORADO *Greeley, CO*

* Managed all aspects of an ambitious electoral campaign, raising and spending $135,000 over 6 months to elect Dave Young to the Colorado state house.
* Crafted an effective communications strategy, leading a team working with multiple vendors to produce over 20 different premium campaign mailers and walk cards.
* Contracted radio spots in the last week under very tight deadlines.

Jan '11 – July '12 COVIDEN *Boulder, CO*

*Lead Technician & Technical Writer*

* Designed Agile documentation trees for managing quality assurance documentation.
* Wrote and executed multiple software validation procedures to validate software of design confirmation fixtures.
* Coordinated three shifts of technicians running three shifts of testing operations to support timely product launch.

June – Aug '10 NCC MEDIA COORDINATOR

* Responsible for entering and maintaining spot cable media schedules.
* Quickly mastered using Strata View to record spot cable purchases and placements.
* Identified oversold ad blocks and scheduled make-goods.

Jan – Aug '09 PHARMASECURE, INC *New Delhi, India*

*Project Manager*

* Purchased domain [www.pharmasecure.com](http://www.pharmasecure.com), sourced and supervised vendors for the creation of the PharmaSecure website.
* Planned and coordinated detail-heavy incorporation of PharmaSecure’s India subsidiary, navigating bureaucracy and overcoming setbacks*.*
* Managed office relocation: finding, leasing, and re-locating to larger, more permanent office location.
* Managed sales relationships and documented market research in SalesForce.com database, which PharmaSecure still uses today.

**COMPUTER SKILLS**

* Expert with MS Office Suite/PPT, including Excel, Outlook, and Access, and Adobe InDesign, Voter Activation Network, SalesForce.
* Some experience with Illustrator, Acrobat, and Photoshop.
* Some experience with HTML & CSS, CMS, Stata 10 and NGP.

**ACTIVITIES AND HONORS**

* President, Dartmouth co-ed fraternity *Amarna*.
* High School Valedictorian, Eagle Scout, National Merit Scholar.