

BRYAN STARK

516-426-4281 | BryanDStark@icloud.com | New York, NY 10002

PRODUCTION Coordinator PRODUCT Specialist

B2B & B2C Experience, with competencies that include...

Excel & CRM Data Management | Digital Communications | Order Processing, Fulfillment & Expediting
Quality Control & Proofing | Customer Service | Monitoring & Reconciliation of Customer Payments | Sales Support

Professional Experience

1199SEIU Benefit & Pension Funds—New York, NY

Communications Production Coordinator | Oct 2019 – Present

Communications Production Assistant | Mar 2018 – Oct 2019

- Work with web development team to update and maintain company website.
- Write macros in EXCEL to automate data manipulation processes to increase efficiency.
- Edit and distribute communications including magazines, newsletters, brochures, and letters to all union members.
- Format and distribute email blasts that effectively communicate urgent fund news using hyperlinks, interactive digital features, and custom graphics.
- Maintain and coordinate production calendar and project tracking system, including mail dates, target audience, and final samples.
- Partner directly with Senior Communications Director for final approval of internal and external organization communications.
- Coordinate with 3rd party vendors to expedite high volume mailings and prerecorded phone messages.
- Selected to serve as company ambassador to distribute information about office relocation.

ISLAND PHOTOGRAPHY—Port Washington, NY

Production Coordinator | Dec 2014 – Mar 2018

Production Assistant | Mar 2012 – Dec 2014

- Accountable for a variety of customer service and production needs for this busy photography business with large workloads from school districts, colleges, and municipalities. (More than 650,000 photos taken each year.)
- Manage customer data and use Excel spreadsheets to compile information for optimal retrievability. Also manipulate data in Excel (VLOOKUP, pivot tables) to interface with the company's other business management software, CORE.
- Organize voluminous amounts of jpeg photo files, which requires the utmost attention to detail to ensure photos are matched to the correct individuals.
- Handle interactions with both business and private clients, all of whom are ordering, providing payment, and expecting prompt delivery of photos.
- Use social media (Facebook & LinkedIn) to locate contact information for customers who provide incomplete information.
- Supervise workload for part-time and seasonal employees. Train new employees.
- Initiated a change of shipping providers to reduce postage costs.

Education

B.S. Business Administration, Southern New Hampshire University 2022

Graphic Design Coursework, Parsons School for Design

Technology Skills

Word | Excel (pivot tables, VLOOKUP, macros) | Planner | Acrobat | Photoshop | InDesign | Illustrator | WordPress
Asana | CORE | Constant Contact | Access | Google Analytics