

GILES LEWEY

CAREER FOCUS Seeking a challenging position in a company that will benefit from exceptional copy writing, design skills, production management and a strong customer service background.

SUMMARY OF SKILLS

Leadership Proven ability to lead effectively in a high-pressure, deadline-driven environment. Known for my ability to work with high stress/high talent individuals - clients, account reps, staff.

Technical InDesign • Photoshop • Illustrator • Microsoft Office • Muse • Quark • Working knowledge of HTML/CSS and JavaScript

ACCOMPLISHMENTS

- Worked on development teams for new operating platforms
- Wrote sections of new manuals and training materials
- One of the founding members of a question and answer start-up company
- Produced two feature length independent movies
- Illustrative work exhibited in several art shows

PROFESSIONAL EXPERIENCE

12/1999 to 6/20017 Quality Assurance Supervisor

- Supervisor of the NYC proofreading department in one of the two largest financial printing companies in the country
- Ensured the integrity of documents from initial conversion of raw client data, through edit-cycles, to print-ready form
- On-boarded and trained temporary workers during high volume periods
- Traveled to other sites around the country to assist with high profile deals

2008 to 2012 Film Producer

- Managed the business side of film, including dealing with insurance companies and rental houses, selected shooting sites, and resolved last-minute details and conflicts
- Designed and constructed web sites for each film

03/2006 to 01/2010 TrustWorks - a question and answer start up company

- Participated in all phases of the development process, from concept to launch
- Assisted in website design and site architecture
- Personalized web pages for pitch meetings, participated in sales calls, tracked client activity through Salesforce
- Gathered prospective clients at a trade show in New Orleans

05/1998 to 12/1999 Freelance Graphic Design

- Print media design and production work for companies including: Best Buy, Minnesota Safety Commission, The Nurse Practitioner Society, and the International Ballroom Dance Directory

01/1995 to 04/1998 LifeSpan

- Assistant to a former Creative Director (BBDO) and Vice President (McCann-Erickson) in a privately-held agency specializing in advertising to High Net Worth Individuals

EDUCATION 1994 BA Literature, Bennington College