

Michael DeVivo

Regional Manager - Circulation

Turnersville, NJ - Email me on Indeed: [indeed.com/r/Michael-DeVivo/ffdc84920f53cbbf](https://www.indeed.com/r/Michael-DeVivo/ffdc84920f53cbbf)

- Over 24 years experience working in the Newspaper/Distribution/Operations industry.
- Ability to direct complex projects from concept to fully operational status.
- Goal-oriented individual with strong leadership capabilities.
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work in unison with staff, (union & non union) and board of directors.
- Ability to quickly adapt to any new environment, task or situation.

WORK EXPERIENCE

Regional Manager

Circulation - Philadelphia, PA - August 2014 to Present

Regional Manager-Circulation August 2014-Present Philadelphia Inquirer

- Responsible for four warehouses located in PA-West with a combined circulation of 59,000 Daily and 98,000 Sunday subscribers for multiple publications.
- Budget for all warehouse operations including contracts with Distributors and vendors.
- Coordination of incoming product deliveries/inserts/NIE drops with District managers .
- Streamlining warehouse operations at all locations.
- Resolve serious complaints with managers/distributors.
- Resolve complaints on alternate publication with in 24 hours, follow up next day with phone call to verify resolution of delivery issue.
- General office operations: order supplies, maintenance management/work schedule/payroll
- Develop and implement sales programs to meet the growth goals for the region
- Manage Distribution sales managers for each warehouse, along with all Distributors on contract.
- Prepare routine reports, records and forms in a timely fashion.
- Manage budget relative to fees, auxiliary help, and other expenses for distribution center needs.
- Prepare customer service/sales reports on a weekly basis. Review results with distributors and District Managers.
- Determine business forecast and develop strategies to meet revenue goals.

District Manager

Distribution - Philadelphia, PA - February 2009 to July 2014

Philadelphia Inquirer

- Insuring delivery of multiple news products to home delivery subscribers.
- Responsible for management of 30,000 sq. ft. distribution warehouse with ICS/Supervise NJ shore Distribution partner. Supervise warehouse operations, sample programs/NIE.
- Coordination of incoming product deliveries with outgoing carriers for guaranteed delivery.
- Insuring customer satisfaction via phone and in person.
- Maintain carrier route delivery system DSI/MyDistrict.net.
- Coordination of scheduling, payroll, truck arrivals/departures/re-deliveries.
- General office operations: order supplies, maintenance management/work schedule/payroll

Pre-Press Technician

Courier-Post - 2004 to December 2008

Courier Post Newspaper

- Responsible for all PDF ad files, color correction for all photos (web & print).
- Working knowledge of Ad order entry systems, pagination systems, and web based page output Systems with PDF work flows.
- Working knowledge of Adobe CS3 programs and Quark.
- Designed service development plans and conducted operation assessments.
- Wrote and implemented new employee training manuals for SOP's.
- Layout of the paper and or publications using Mactive software for pagination (created SOP's for software usage).
- Sending paginated pages using a web based (pro-image software/Asura) to our plate room.
- Assist Operations Manager with special project work.

Production/Operations Manager

Vineland Daily Journal - 1999 to 2004

Managed the building operation (Heating/air/recycling/grounds/and building maintenance)

- Managed Production Operations / layout/pagination/scanning/color correcting/ and dispatch departments.
- Responsible for our 50" web conversion along with revamping our classified/pagination system to allow for the reduction in web size.
- Implemented quality control measures for consistent quality re-production, (received the most improved Newspaper award in 2002 out of 100+ newspapers)
- Completed all system upgrades for Y2K compliance set by corporate.
- Responsible for both System departments- Production & Business front end systems.
- Quality control leader reduced our ad credits over 49% over prior year.
- Scheduled all print jobs with commercial printers and our sister papers out sourced print jobs along with distribution of products.
- Negotiated a cleaning contract that saved us \$1100 per month
- Negotiated a recycling contract, which saved us over \$400 per month.
- Responsible for the Systems department which consisted of News and Billing front end system (AS400). This included ordering and installing all computers/software (both Mac and PC's) for the entire building (over 80 PC/MACS, switches routers and hub, T-1 and T3 lines).
- Knowledge of all Macintosh software including Photoshop, Quark, PageMaker, Acrobat,
- Knowledge of rips and image setters/ networks/hubs/high speed T-1 lines for sending to remote printing locations. Kodak TH100 CTP lines, Vision benders from K&F.
- Fully paginated our paper (along with all our weekly publications) within 9 months of arriving to the location. Also set up SOP's for the new technology changes for all departments.
- Totally renovated both building locations for a better flow. This included getting building permits and Inspections.
- Acting member of our Operating Committee and a Member of the Quality Board.

Ad Production Manager

Courier Post - 1992 to 1999

Courier-Post Newspaper

- Managed an ad production department of 32 employees, and a Detail/Dispatch department with 16 employees.

- Worked on image setters/processors along with cameras including maintenance and SOP's
- Reduced overtime by 75%
- Reduced AD credits by over 27% (Quality control)
- Acting member of Quality control committee
- Out sourced all commercial print products (involved price quotes, SOP's and quality concerns along with distribution) this alone saved the company \$75,000 over the year before.
- Master knowledge of Royal Zenith color drum scanners- Certified operator-color theory certified.
- Responsible for all departments' budgets, supplies, software and hardware. Budgets combined were over 2 million per year.
- Worked closely with our systems and advertising departments with system upgrades and software upgrades which in turn benefited our advertising department and our customers.
- Instrumental with pagination of ¼ folds and outsourced print jobs.
- Assisted with the purchase of CTP plate system/install and training and SOP's.

Pre-press supervisor

Wilmington News Journal - 1988 to 1992

managed a staff of 20+ union/6 non-union employees

- Responsible for all commercial print jobs.
- Oversaw all color correction and paste-up, along with camera and plate functions.
- Responsible for meeting all printing deadlines
- Active member of the quality control committee
- Performed daily calibration of all equipment/created SOP's for all maintenance and operation of equipment

EDUCATION

Mohawk Valley Community College - Utica, NY
1985 to 1986

Clinton High School - Clinton, NY
1985