QUESTIONS and ANSWERS

Why are you applying for the Managing Editor - Manga position?

What project management experience do you have?

What can you contribute most to this role?

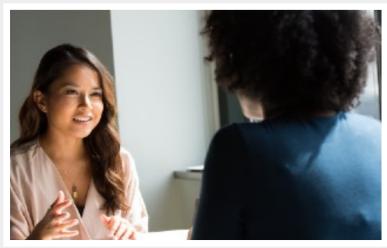


Photo courtesy of Christina

My project management experience:

- developed workflows to produce textbooks across several grades in **English and Spanish**
- managed page production teams of 3 to 14 people
- managed editorial team for Graph Expo daily production
- * improved production times
- * improvised workflows due to unexpected workload increase
- trained senior coworkers
- * worked with domestic and international clients

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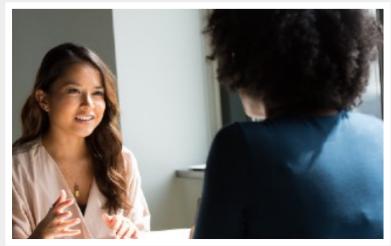


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Two contributions I can definitely make are clear communications and smooth workflows.

In person, on the phone, by email or on project boards, I balance clear directions with strong support.

Paying attention is key to my smooth workflows. I maintain quality and customer service as my direction; work steadily to gather all needed pieces, respond promptly to concerns, adjust dynamically to the unexpected and efficiently clear any problems.

