

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

Portfolio

Kei Kajiwara (773) 818-3862 | kkajiwara315@gmail.com

Production Process Production Experience Questions and Answers



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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.

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