

Jeff Dodd

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Summary of experience

I am an analyst and project manager with proven results for process improvement and problem solving. My results include reduced costs, production efficiencies and enhanced production flow.

Professional experience

Jaded Duck Media Design.....6/05–present
Contract and freelance consulting work

- My small business, providing graphics, web and technology support to small businesses.
- Analysis and new-product specification writing for a software house.
- Project management with a medical publisher managing the development of on-line training modules in English and Spanish.
- Analysis and development of web-based sign creation site using software-as-service (SAS) vendor.

Strategic System Solutions, Horsham, Pennsylvania9/06–4/09
Deployment Manager

- Member of an international 24-hour management team overseeing the deployment of software for an international investment bank. Develop and execute plans for the orderly deployment of code in SIT, UAT and production environments.
- Developed VBA and formats for planning tool to aid with the execution of plans.

TVGuide (Gemstar-TVGuide, News America Corporation), Radnor, Pennsylvania.1/97–6/05
Project Manager/Business Analyst

- Project manager to merge two corporate program listings databases into a single corporate asset while sustaining weekly production for over 200 weekly editions of the magazine. Lead teams on re-engineering edition extracts, reports and utilities from new database.
- Managed the project team and participated with the design and development of an archive of the magazine on the corporate intranet. **Realized \$300K annual savings**. Derived electronic tear sheets to deliver ad pages and billing to advertisers via PDF, **replacing staff**.
- Business Analyst and developer on a team to automate the conversion of digital ads to a production-ready files. This saved significant time and effort in ad production. Converted channel customization to a multi-threaded process, **cutting close time significantly**. Developed internal procedure for conversion of pages to gravure format **prevented sizable charges from printer**.

International Computaprint, Fort Washington, Pennsylvania /

Reed Technology and Information Services, Horsham, Pennsylvania.7/88–1/97
Technical Project Manager

- Analyzed, developed and administered UNIX pre-press production system and wide area network for publishers' service bureau serving industrial directories and telephone directories.
- Developer and analyst on a team to augment the ad tracking database by integrating a bar code system for file name entry and batch control. The client's staff was able to handle **four times as many ads** and the company was able to handle five times the number of ads.
- Developer and analyst on a team to create an interface for operators to use for production of display ad directory pages on film and bond paper. Developer and analyst on system to integrate ads from desktop platforms into proprietary composition environment, including four spot colors and white knockouts in yellow page directories.

Volunteer Experience

Cat Tales, Inc., Warminster, Pennsylvania2001-present
Treasurer, foster parent, fund-raiser and marketing manager for non-profit animal rescue.

- Member of an un-paid team running this “**small business**” with minimal financial resources, end-less supply of unwanted cats and unpredictable consumer market. Organize fund-raising events, donor relations.
- Developed forms, brochures and display signage for adoption centers and fund raising events, storing in an on-line library for access by all board members. Developed and supported public web site on behalf of Cat Tales, www.cattalesinc.org.
- Organized internet-based system for distribution of incoming faxes (adoption applications) and incoming calls to distributed teams for smooth customer service. Organized internet-based “home office” for the sharing of business information with volunteers and between board members.

Philadelphia Zoo, Philadelphia Pennsylvania1998-2004
Volunteer at the Zoo and officer in the Zoo’s Camera Club

Education

University of the Arts, Philadelphia, Pennsylvania, Web technology09/06-present

Drexel University, Philadelphia, Pennsylvania, Masters candidate in Publication Management.....9/90-7/92

Rochester Institute of Technology, Rochester, New York, Bachelors in Printing Management....9/81-8/83

An expanded listing of skills, along with non-proprietary samples of work, is available on the web, www.jadedduckmediadesign.com/Portfolio.html