

# DUANE GREEN

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## PRINTING SERVICES SPECIALIST

U.S. Government Publishing Office, Customer Services – Agency Procurement Services Division

Citizenship: Us Citizen

Pay Scale And Grade: PG-13

### QUALIFICATIONS PROFILE

**Seasoned and dedicated Printing Services Specialist with extensive experience in the printing industry, specializing in prepress operations, project management, federal contracting and procurement, and workflow optimization.**

Exceptional leader, with proven ability in mentoring teams across shifts, fostering collaboration, enhancing productivity, and driving operational excellence under tight deadlines. Customer-centric problem solver, renowned for addressing diverse customer needs, negotiating fair pricing, and ensuring superior client satisfaction and long-term partnerships. Innovative process optimizer, expert in leveraging advanced technology, implementing efficient workflows, and applying industry best practices to minimize costs, maximize quality, and achieve project goals efficiently.

### COMPETENCIES

*Project Planning & Execution | Workflow Optimization | Production Issue Resolution | Federal Contracting  
GPO Procurement | Contract Administration | Pricing & Regulatory Adherence | Customer Consulting  
Technical Communication | Requirements Gathering | Client Support & Relationship Management  
Print Material Specification | Printing & Bindery Equipment | Press Inspections | Quality Control Coordination*

### PROFESSIONAL EXPERIENCE

COMMERCIAL PRINTING COMPANY – 000 Main Street, Torrance, CA (1993 – Present)

**Printing Specialist**

Annual Salary: \$75,000

**January 2016 – Present**

Hours per Week: 40+

- ☑ **Streamlined workflow efficiency** by optimizing end-to-end printing processes, scheduling jobs, resolving customer issues, and maintaining high standards of quality and timeliness for all deliverables.
- ☑ **Reduced project costs** by conducting comprehensive cost and price analyses and identifying cost-saving opportunities that improved profitability while maintaining project integrity.
- ☑ **Enhanced customer satisfaction** by delivering superior service, negotiating fair pricing, managing change orders, and providing clear, effective communication to address their diverse needs.
- ☑ **Maximized team performance** by mentoring employees, ensuring adherence to contract agreements, and fostering a collaborative environment to achieve operational excellence.
- ☑ **Strengthened contract compliance** by reviewing and producing contract-related documentation, ensuring all terms, conditions, and procurement requirements were fulfilled accurately and efficiently.
- ☑ **Accelerated problem resolution** and minimized disruptions by promptly troubleshooting printing issues.
- ☑ **Drove successful project acquisitions and execution** by preparing detailed Requests for Proposal (RFPs), post-award documents, and responses to solicitations in collaboration with the Estimating Team.

**Pre-press Foreman**

Annual Salary: \$65,000

**August 2005 – January 2016**

Hours per Week: 40+

- ☑ **Revitalized workflow in two shifts** by managing day-to-day operations of the Prepress Department, including preparing hiring requisitions, approving leave requests, and assisting in the hiring process.

- ☑ **Increased team productivity** by orchestrating training sessions for employees to deepen their understanding of the printing industry.
- ☑ **Optimized print quality** by spearheading proofing and layout preparation, ensuring page proofs met all specifications, including alignment, resolution, and design integrity.
- ☑ **Resolved network issues** through integration of computer maintenance and troubleshooting solutions, ensuring uninterrupted prepress operations.
- ☑ **Guaranteed flawless production of printed materials** by creating accurate color separations and printing elements in partnership with high-caliber graphic designers.
- ☑ **Maintained inventory accuracy** by closely monitoring and replenishing inventory supplies, reducing downtime, and ensuring all projects had the necessary resources on hand.
- ☑ **Slashed testing and quality assurance errors** by overseeing test prints and pre-production adjustments and ensuring high-quality output for all printed materials.

**EARLIER POSITION HELD:**

<b>Pre-Press Operator/Assistant Supervisor</b> Annual Salary: \$50,000	<b>October 1997 – August 2005</b> Hours per Week: 40+
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- ☑ **Ensured optimal team performance and seamless production** by streamlining pre-press workflows, assisting with hiring requisitions, mentoring employees, and providing input on staffing requirements.
- ☑ **Commended for delivering high-quality outputs** by meticulously creating digital images, editing photographs, and managing layouts to meet precise specifications for font style, alignment, resolution, and design integrity.
- ☑ **Produced color separations, registration marks, and printing elements**, ensuring accurate and visually appealing materials in partnership with graphic designers.
- ☑ **Pivotal in conducting quality assurance through test prints and page proof reviews**, promptly identifying and addressing discrepancies to achieve flawless results.
- ☑ **Installed and configured graphic design software**, enabling efficient typesetting and production processes while adapting to evolving industry demands.

<b>Camera Operator</b> Annual Salary: \$29,000	<b>July 1993 – October 1997</b> Hours per Week: 40+
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- ☑ **Gained distinction for delivering high-quality printing materials** by expertly operating and calibrating semi-automatic process cameras and plate-making equipment, producing precise black-and-white line shots, halftones, and color overlays to meet exacting print standards.
- ☑ **Played a vital role** in processing film, mixing chemicals, and developing plates through advanced techniques, ensuring seamless transitions from prepress to printing with accurate and efficient outputs.
- ☑ **Expedited production time** by maintaining files of artwork, flats, and plate archives, enabling quick access and reuse for future projects.

**EDUCATION**

**High School Diploma: May 1993**  
La Plata High School – La Plata, Maryland 20646

**TECHNICAL ACUMEN**

**Printing and Press Expertise:** Graphic Design Skills, Layout, Press Cycle, Printing Cycle  
**Design and Creative Tools:** Adobe Photoshop, Illustrator, PageMaker, InDesign, Quark, Corel, Acrobat  
**Technical and Software Skills:** Networking, Rampage, Xerox 8000, Xerox 4150, Canon 7000, Canon 7150  
**Office and Productivity Tools:** Microsoft Office Suite: Word and Excel, Email, Internet (Research)