



DP

**DAN PHILLIPS**

PROJECT MANAGEMENT | ESTIMATING | PRINTING

## MY GOALS

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Continue developing my experience in the commercial printing industry.

## MY EXPERTISE

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- ⇒ Estimating
- ⇒ Pricing
- ⇒ Negotiation
- ⇒ Customer service
- ⇒ Project management
- ⇒ External sales
- ⇒ Custom printing
- ⇒ Graphic design
- ⇒ Display production
- ⇒ Microsoft Excel
- ⇒ Purchasing

## EXPERIENCE

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### **ESTIMATOR AND PURCHASING • TYNDELL PHOTOGRAPHIC / DETROIT BOX 6/23 – 1/26**

Create estimating template in Excel. Purchasing and estimating. Ground floor planning for Rigid Box construction along with necessary components for each project. Outside services including print purchases, paper purchases, press checks, sample requests and price negotiations.

### **BUSINESS DEVELOPMENT SPECIALIST • ALLIED BINDERY, LLC • 9/20 – 5/23**

Estimating, purchasing, customer service and focusing on developing minority business status with potential customers.

### **ESTIMATOR • CLARK GRAPHICS • 8/17 – 3/20**

Excelled at production planning, estimating, negotiation, purchasing, customer service and many other print production roles and responsibilities. Backup for shipping/receiving/UPS/FedEx and hi-lo driver.

### **COMMERCIAL CUSTOMER SERVICE • ALLEGRA MARKETING PRINT MAIL 10/16 – 7/17**

Trusted liaison between printer and Allegra franchisees, providing critical support on all printing projects.

### **PURCHASER/ESTIMATOR • WESTCOTT DISPLAYS • 3/15 – 10/16**

Contributed extensive printing expertise to the pricing and purchasing of raw materials for display manufacturing. Built a comprehensive personal knowledge base from the ground up.

### **CUSTOMER SERVICE REPRESENTATIVE • WOODLAND PAPER 10/09 – 3/15**

Organized import and export of paper stock across North America, anticipating customer needs and arranging most cost-effective fulfillment for timely delivery to customer locations. Customer complaints.



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IN/DAN-PHILLIPS



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## EDUCATION

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### GRADUATE • ONLINE CAREER ADVANCEMENT COURSES

Successfully completed numerous online courses in website design, website production, Microsoft software, Adobe Photoshop and more.

### ATTENDED • OAKLAND COMMUNITY COLLEGE

Achieved exemplary grades in a wide variety of communication courses, resulting in a long career in communication arts and print production.

### GRADUATE • SPECS HOWARD SCHOOL OF BROADCAST ARTS

Discovered a passion for communication, production and interpersonal interaction that continues to this day.

## REFERENCES

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### JAMES HITCHCOCK

**TYNDELL PHOTOGRAPHIC - SUPERVISOR**  
248-817-9388

### KEVIN DONLEY

**GRAPHIC MEDIA ALLIANCE**  
248-763-6047

### DEAN FARBER

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313-570-6289



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