

Jay Elliot Davis

6086 Turney Road | Garfield Heights, OH 44125 | (510) 470-2413 | jayelliotdavis@yahoo.com

FINISHING / FULFILLMENT, West Press, Tucson, AZ | April 2025 to September 2026

Managed high volume of daily orders, packaged and shipped to over 500 locations nationwide. Worked interdepartmentally as needed in large format print production, bindery, shipping and receiving, mailing, and other areas of Tucson's largest commercial, employee owned print production facility..

- Folder operator: Operated and maintained MBO large format commercial folding machines; custom folds, letter, z-fold, double parallel, barrel roll, and map folding.
- Router operator: Designed and cut banners, custom boxes, and banners using Colex Cut Pro router.
- Shipping/delivery: FedEx Ground and overnight delivery entry, freight shipments, etc.

PRINT PRODUCTION SPECIALIST, Copy Central, Berkeley, CA | March 2013 to March 2025

Solid knowledge of the principles of project management and print production methods, techniques, and styles with over 20 years extensive experience overseeing projects from conception through to delivery. Expert use of Adobe InDesign, Photoshop and Acrobat with solid working knowledge of Adobe Illustrator for vector graphic creation and manipulation. Proficiency with and daily use of MS Office applications including Microsoft Word, Powerpoint and Excel for mailings, presentations, and calculations. Use of Fiery Command WorkStation to manage multiple print jobs from a single location. Oversize B&W and color printing using OCE and Xerox 5400 machines. Oversize lamination and foamcore mounting.

- Litigation Support: document copying, collation, scanning, printing and binding to create multiple hard copies for court filings in Velo, Spiral, Comb, or Tape Bound volumes. Produced brochures, custom presentation books, presentation boards, and other high-quality printed materials for architects, engineers, attorneys and lawfirms, etc. Able to navigate file conversion, bates labeling, and printing as well as all aspects of client mailings.
- Initiated processing of bid requests and purchase orders for vendors and customer quotations and monitored and organized creative requests submitted to the Graphic Design team.
- Utilized Square POS System for Order Input, Invoicing, and order accuracy to estimate time and costs and to track repeat order specifications quickly and effectively.
- Conducted regular equipment maintenance and troubleshooting to ensure optimal performance and regular quality checks; provided feedback to team members to ensure excellence in print output.
- Consistently met tight deadlines while managing multiple projects concurrently, ensuring client satisfaction.

OPERATIONS, Contract for Google Inc., Mountainview, CA | July 2012 to November 2012

Logistical support for SF and Mountain View project. Region-wide supply fulfillment, on-site technical support and new device beta-testing and troubleshooting. Main depot workflow design, implementation and management. Inventory research, testing, acquisition and distribution.

- Technical Writing: created online training manuals and interactive presentations for new-hire on-boarding as well as troubleshooting documentation for all support and lead staff.
- Database Administration: created Supply Request and Inventory Control forms and spreadsheets for order tracking, materials trending and off-site re-supply scheduling.
- Reporting: submitted daily feedback and inventory counts to Project Lead Staff and Operations Manager.

FULFILLMENT SERVICES, The Independent Institute, Oakland, CA | March 2007 to May 2012

Warehouse Management: depot re-supply, mail machine upgrades and maintenance, shipping, receiving, inventory acquisition, distribution and tracking. Worked with UPS, FedEx, DHL, USPS and other vendors to determine best shipping methods.

- Logistics: domestic and international shipping and receiving of all Independent Institute publications, presentation materials, awards and correspondence.
- Conference Coordination: vendor contact, supply management and tracking for seminars and awards ceremonies.
- Reporting: created Inventory Control Database and instituted loss-prevention measures for asset tracking and accurate quarterly reporting to Executive Staff.

PRODUCTION MANAGER, FedEx Office, Emeryville, CA | April 2004 to February 2007

Expert use of all graphic design software and pre and post-press equipment for jobs ranging from large format printing to binding and report creation. Consulted with customers to determine best shipping methods. Completed required daily financial reporting.

RESEARCH ASSOCIATE/DESKSIDE SUPPORT, Ohio Education Association, Columbus, OH | April 2002 to August 2004

Database Design and Management: Created Microsoft Access Registration Database for 2002 Teacher's Conference in Columbus, OH. rint Production: Designed and printed personalized networking cards, badges, and information pamphlets for conference. Reporting: Used Microsoft Excel, Access, Word and PowerPoint to perform data analysis and demonstrate trends in presentations to OEA Executives. Deskside Support for statewide computer network: on-site and remote troubleshooting/diagnosis and repair of network and software issues, set up new devices and installed software updates and security patches.

PRODUCTION LEAD, Custom Printing Services | San Diego, CA | March 2000 to August 2001

Print layout, design and production. Offset prepress including film and plate production. Troubleshooting network and printers.

- Efficient operation of Scitex RIP/Dolev ImageSetter.
- Orders, billing, phones.

EDUCATION

OHIO STATE UNIVERSITY, Columbus, OH | Bachelor of Arts, English

COLUMBUS COLLEGE OF ART AND DESIGN, Columbus, OH | Commercial Art, Graphic Design