

STEVEN M. FLATLEY

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OBJECTIVE: An opportunity to apply my extensive management skills to improve efficiencies and increase productivity.

SUMMARY OF QUALIFICATIONS:

- * Excellent management skills
- * Thorough understanding of computer systems (Mac/PC) and numerous software applications
- * Detail oriented, ability to multi-task, and effective problem-solving skills
- * Effective implementation of logistics
- * Able to prioritize and meet deadlines
- * Highly motivated and dependable
- * Excellent customer relations and company-wide communication skills

WORK EXPERIENCE:

2003 - 2016

INDEPENDENT PRINTING CO. – ASHLAND, OR

Production Manager

Managed department heads with emphasis on the pressroom operating a highly automated 41” press. Responsible for staff management, employee relations, quality control, purchasing, installation of new equipment and systems, project management, safety practices and procedures, OSHA compliance, vendor relations, network oversight, website development and maintenance. Used effective communication skills to work with customers and staff, as well as the owner, sales staff and accounting staff located remotely.

1995 – 2003

LASTING IMPRESSIONS PRINTING – CONCORD, CA

Digital Pre-Press Manager

Responsible for all areas of digital pre-press, including computer network of Mac, PC, and NT platforms, computer hardware and graphic software applications. Managed output of all customer digital files directly to plate. Operated Heidelberg Delta System 7, including Trapper and Signa Station. Highly involved in business decisions pertaining to the future and growth of the company.

1986 - 1994

MARIN AIR SERVICES, INC / NAVAJO AVIATION

President, General Manager, Director of Operations, and Chief Pilot

Responsible for all business aspects and day-to-day operations including financials, marketing strategies, financial forecasting, and community relations. Operated 30 aircraft, managed 50 employees (23 full time pilots).

UNITED STATES ARMY – WEST GERMANY

Communication Specialist, Land Line and Radio Teletype.

Held Top Secret clearance. Second in charge of a classified intercept site encrypting Russian and Czech military material.

HOBBIES: Outdoors, flying, gardening, woodworking, computers, golf and tennis

References available upon request and I am willing to relocate.