

Matteus Vaga

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Summary

- Finishing Associate of Arts – Transfer degree in Web Design at Seattle Central Community College
- Advanced knowledge of graphic design using full Adobe Creative Suite
- Designing and producing a wide variety of websites
- Planning and coordinating multiple projects to ensure accuracy and timeliness
- Developing, implementing and maintaining of operating processes and procedures
- Analyzing existing operations to discover potential for greater efficiency
- Excellent client relationship management, communication and presentation skills
- Managing staffing and employees

Technical Profile

Operating Systems: Windows 95/98/2000/XP/7, Mac OS X, Ubuntu

Applications: Microsoft Office, Adobe Creative Suite and Acrobat Pro

Browsers: Explorer, Firefox, Chrome, Safari, Opera

Employment History

2007 - 2008 Lighthouse Document Technologies Seattle, WA

Workflow Coordinator

- Managing all print, copy, and scanning projects in a \$200,000+/Month Shop
- Coordinating with the sales team throughout a project to ensure accuracy and timeliness
- Training personnel in all software and equipment involved in print, copy and scan
- Managing all personnel in the absence of Operations Manager

2005 - 2007 Copiers Northwest Seattle, WA

Process Director, Implementation Coordinator

- Managing multiple business centers for adherence to processes and procedures
- Managing implementations of new business centers
 - Meeting with department heads to fulfill needs and expectations
 - Coordinating the transition of staffing and equipment
- Developing and implementing processes and procedures, and writing new procedure manuals

1999 - 2005 IKON Office Solutions Bellevue, WA

Site Supervisor

- Site Supervisor for copy center / mail room
- Managed mail and office facilities needs for an excess of 900 customers
- Developing and implementing operating procedures, in order to enhance the efficiency of mail & copy service at the Safeway Bellevue Warehouse.

Education

Bachelor of Music Cello Proficiency West Chester University Grad. 1998

Associate of Arts – Transfer Web Design Seattle Central Community College Grad. 2010