

# MICHAEL RILEY

Project Coordinator / Creative Professional  
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## PROFILE

**Self-motivated Marketing & Project Coordinator** bringing forth over nine years of experience serving as a highly effective Marketing & Project Coordinator in the Manufacturing Industry.

- Adept in all aspects of marketing & project coordination including planning, budget management, and coordinating all working parts of a project.
- Experienced in working directly with clients/suppliers to ensure all the goals of a project are achieved and met within scope and budget.

**Innovative creative professional** with more than 20 years of experience in the application of creative design.

- Adept in all aspects of graphic design including management and coordination of all working parts of a creative campaign, from concept to completion.
- Experienced in working directly with clients to ensure all the goals of a project are achieved with high quality and met within scope and budget.

## EMPLOYMENT HISTORY

### **Creative / Marketing Specialist, Toner Inkcycle, Inc., Shawnee, KS**

FEBRUARY 2019 - FEBRUARY 2024

- Coordinated brand collateral, marketing materials, email and website content.
- Created graphic materials for the use of the sales/marketing department.
- Organized and analyzed data and marketing results.
- Designed, managed and implemented multiple trade show appearances.
- Designed and maintained multiple social media campaigns.
- Created new EPH product brand which included company website with E commerce capability.
- Designed and produced mock-up packaging material for new and potential product campaigns.
- Photographed, edited and cataloged company product inventory of over 2,000 items for consumer/dealer website.

### **Engineering Project Coordinator, Toner Inkcycle, Inc., Shawnee, KS**

JUNE 2014 - FEBRUARY 2019

- Known as the "go-to person" for all departments including R & D, Operations, and Marketing.
- Maintained, supervised changes, and distributed controlled documents to corresponding departments.
- Assisted with creation of work instructions, forms, safety instructions, and procedures.
- Maintained records of all changes and approvals in order to guarantee validity of procedure and maintained organized records.
- Gathered approvals from corresponding managers in order to process changes.
- Maintained filing system of all change orders, both electronically and physical copies.
- Coordinated with internal depts. and vendors to keep efficient records of SDS & Print collateral.

## EMPLOYMENT HISTORY - Cont.

### **Creative Professional** (Production Designer to Art Direction), **AGI, Inc. / Freelance, Overland Park, KS**

FEBRUARY 1998 - Present

- Supervised creative teams and worked to accomplish 100% client satisfaction.
- Managed all aspects of the creative process from copy writing to design and execution.
- Worked to motivate and support all creative staff, resulting in excellent workflow and productivity.
- Utilized crucial design software skills to assist with projects.
- Created graphic materials for the use of the marketing department.
- Offered design solutions that effectively solved problems and enhanced client goals.
- Photographed and edited over 5,000 images for digital and print applications.
- Directed multiple photo shoots for the largest retail company in America.
- Generated invigorating website and social media content.

### **Digital Retouch Artist / Night shift Supervisor, Miller's Professional Imaging, Pittsburg, KS**

FEBRUARY 1996 - 1998

- Responsible for managing second-shift Digital Retouching Department.
- Trained new artists to retouch professional studio images.
- Processed all film for the night shift digital retouching department.
- Used state-of-the-art Silicon Graphics workstations to scan, retouch and record directly to film for printing.

## EDUCATION

### **BST - Commercial Graphics, Pittsburg State University, Pittsburg, KS**

- Graduated with high honors.

### **Coursework in Architectural Engineering, University of Kansas, Lawrence, KS**

- Successfully completed 2 years of study before transfer.

## SKILLS

**Strong Communication Skills**

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**High Creative Thinking**

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**Expert Computer Skills**

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**Ability to Multitask**

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**Good Under Pressure**

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**Loyal Team Member**

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## COMPUTER SOFTWARE

**Operating Systems:** OS X and Windows

**Office:** Outlook, Excel, Word, PowerPoint

**ERP Management:** EDI with IFS

**Graphics:** Adobe Creative Suite 2024 - Photoshop, Illustrator, InDesign, Premier Pro, Acrobat Pro, Dreamweaver

**Social Media:** Linked In, YouTube, Facebook, Instagram, Twitter, Mailchimp