

Richard C. Wilson, BBA, MA
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March, 2006

Greetings,

I am a Graphic Arts generalist with considerable experience in commercial lithography as well as a great deal of diverse experience in the industry.

I am looking for a full-time career position in commercial printing or related field in an area reaching from Indianapolis, Indiana to Dayton, Ohio.

Expertise, dedication and loyalty have created strong relationships with my employers throughout my career.

Please find my résumé herewith. I will be happy to provide additional information and references on request.

If replying by e-mail, please include the word, "Job" in the subject line.

Sincerely,

A handwritten signature in cursive script that reads "Richard C. Wilson".

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General

Thirty-seven years experience in graphic arts. Disciplines acquired include advertising design, advertising sales, sales management, operations management, company management; project planning, estimating, implementation and accounting; data systems and network management in *Novell* and *Windows* environments and team supervision. Successful in business and sales.

My duties have kept me in close contact with customers and coworkers. I have adapted well to new environments and added responsibilities. I believe I have grown personally and professionally throughout my career and can offer high levels of competence, expertise, reliability and loyalty to a prospective employer.

Ancillary skills

Microsoft Excel®, Access®, FoxPro® proficiency; Photography and digital photo manipulation expertise; Visual Basic® application programming expertise. . .

Employment

- 2005 – **Pratt Corporation**, Indianapolis, Indiana • Manufacturing Planner
- 2000 – **Semi retired** • Continuing work on *Litho Suite*, a comprehensive commercial lithography management system for Windows environments..
- 1984 – **Rink (Riverside) Printing, Inc.**, South Bend, Indiana • Initially Estimator.
Retired in 2000 as Director of Information Services.
- 1982 – **Krempec Advertising**, South Bend, Indiana • Account Executive.
- 1981 – **American Animal Hospital Association**, South Bend Indiana • Part-time Assistant.
- 1978 – **Saint Mary's College**, Notre Dame, Indiana • Director of Publications.
- 1974 – **Ye Olde Print Shoppe**, Niles, Michigan • Proprietor.
- 1970 – **Niles Daily Star**, Niles Michigan • Display Advertising Representative.
- 1969 – **Southampton Press Publishing Company**, Southampton, New York, *advertising sales*.

Military

United States Coast Guard, Seaman (E3). Honorably discharged

Education

Stafford University, *Master of Arts in Graphic Arts Technology*
 Stafford University, *Bachelor of Business Administration*
 Illinois Wesleyan University, *Bachelor of Fine Arts Candidate*

AMPLIFICATION

September 2005–Pratt Corporation, Inc.

Accepted temporary position as manufacturing planner. Left when customer for which I was hired selected a different vendor. Supervisor: Laura Pilk, Director of Promotional Business Group

May 2000–Retired from Rink Printing Company, Inc.

Retired in order to spend time with my grandchildren, pursue hobbies, renew old friendships and continue working on Litho-Suite, a comprehensive computer software system for offset commercial lithography. Presently, decreases in the value of my retirement capital—due to technology stock failure, continued influence and added influence of the September 11, 2001 attacks as well as excessive expenses—I am compelled to re-enter the work force.

May 1984–Rink Riverside Printing, Inc.

A commercial lithography and “Instant” printing company in South Bend, Indiana. Serving local and regional markets, Rink was staffed by 25 office and production employees, generating annual sales close to \$900,000. Supervisor: Donald N. Rink, President.

Responsibilities:

Create cost estimates, price quotes and job plans per customers’ specifications in a manner providing incentive to the customer and profit to the company.

Negotiate production orders with the customers. Enter job plan and Specifications into production.

Monitor and supervise material acquisition and production operations to assure customer satisfaction with the end product.

Keep customers up to date on production progress and resolve any problems occurring throughout the life of the printing job.

Work closely with production supervisors to ensure timely, accurate delivery and resolve any uncertainties.

Advise top management of procedural and operational improvements to increase quality of products and services.

Maintain appropriate records of all estimates, quotes and jobs, including final cost accounting.

Provide sales reports and production statistics to top management.

Investigate and select estimating software.

Write programs to enhance and expand the capabilities of selected software. Design and implement and manage a computer network linking all levels of management, and production departments.

Accomplishments:

Within three months, customer complaint rate dropped significantly. At the end of my first year, net profit increased from approximately 5% to over 11%. (National average was just over 7%.)

Initiated a system of procedures to improve certainty of error-free, on-time deliveries wherein the estimator was responsible for writing the order and for checking the job each step of the job path.

As the company grew and more people were writing estimates, this system became increasingly important to the success of individual jobs and so, to the success of the company.

After nearly a year of study and investigation, *E&M Software* was selected as the best choice with which to computerize operations. Working closely with the author of this software, authored several programs that enhanced *E&M* and improved efficiency.

When in 1986 Michael S. Rink joined the company, focus shifted from “Instant” printing to high quality, process color commercial printing. New, multicolor, presses and sophisticated bindery and finishing were gradually added.

Designed and implemented a *Novell* computer network, adding work stations in all offices and providing access and sharing of estimates, orders and operations data to all levels of management.

When a family member was added to the estimating staff, assumed the role of *Director of Information Services*. In this role I was responsible for continuity, accuracy and accessibility of data without interruption or delay. I also executed acquisition, installation and implementation of new software and hardware needed to keep the system at the “Cutting edge” of technology. Annual sales-1984, c.\$900,000. Annual sales-2000, c. \$4,000,000. Beginning salary, \$14,000 annually to \$41,000 per year in 2000.

Left in order to provide myself a retirement experience while still young enough to enjoy it.

Supervisor: Michael S. Rink, President

1982–Krempec Advertising, Inc.

A commercial advertising agency representing diverse clients such as *Bivouac Van Conversions*, *Raco Manufacturing*, *Louie’s Tux Shops* and *Slidecraft Laboratories*. Hired as an account executive, founded Phoenix Type as a subsidiary to Krempec, making the advertising community available as new customers. Authored software for Slidecraft laboratories which made multimedia production faster and more efficient by several orders of magnitude. Left as a result of the economic downturn of that period. *Supervisor:* Kenneth Krempec

1981–American Animal Hospital Association

A professional association of animal hospitals with members throughout North America. As a part time assistant to the Director of Publications, was responsible for the layout of publications. Also proof-read and edited (linguistic) the monthly *Journal of the American Animal Hospital Association*. Left when the association's headquarters moved to California. *Supervisor*: Paul Waddy

1978–Saint Mary's College, Notre Dame Indiana

A four-year accredited college for women. As Director of Publications, reporting to the President, was responsible for insuring the accuracy, timeliness and adherence to College policy of over \$250,000 in individual and periodical publications of the College including a newsletter which was distributed to more than 25,000 alumnae quarterly and the Alumnae magazine, *Courier*, with circulation over 13,000. Left when the College Relations wing was restructured under a new Vice President. *Supervisor*: John Duggan, President; Lawrence Durance, Vice President for College Relations

1974–Ye Olde Print Shoppe

Proprietor, responsible for all business and operations functions. With a staff of five, offered "Instant" and traditional letterpress printing to the Southwestern Michigan-Northwestern Indiana region. Left to pursue a more profitable career.

1970–Star Publishing, Inc. (*The Niles Daily Star*)

Display Advertising representative. After one year, given lucrative "Downtown" territory. Developed territory to near saturation which reduced commission income to nearly nothing where it had previously been nearly equal to salary. Left to found Ye Olde Print Shoppe. *Supervisor*: Michael Walters, Advertising Manager

1969–Southampton Press Publishing, Inc.

Entry level generalist. Took classified ad orders and job orders; proof reading and general office duties. Left to relocate and for economic reasons. *Supervisor*: Portia Flannigan, Editor

AFFILIATIONS

Greater Niles Chamber of Commerce (Star Publishing Representative)
Downtown Merchants Association (Founder, Secretary)
Craftsman Club (Secretary)
Technical Association of the Graphic Arts

AWARDS

International Newspaper Advertising Executives. One of 15 equal awards of merit out of 1500 entries. For Downtown Merchants Association newspaper campaign.