

Dan Bates

dan.bates@gmail.com
(945) 342-2795
portfolio.danb8s.com

Professional Summary

Skilled in **high-volume digital reproduction and pre-press operations**, including wide format printing, utilizing advanced output equipment and graphics software to maximize production efficiency. Experienced in **file preparation, layout, and proofing** to ensure accuracy and quality. Proficient in **equipment maintenance, troubleshooting, and workflow optimization** to support consistent, on-time production.

Master of Business Administration

Southern New Hampshire University, Manchester, NH
Expected August 2027

Bachelor of Arts in Graphic Design and Media Arts

Southern New Hampshire University, Manchester, NH
January 2026

Knowledge, Skills, and Abilities

- Expertise in **wide format and high-speed digital printing**, including **color calibration**, equipment operation, maintenance, and troubleshooting, in a **fast-paced, deadline-driven print environment**.
- Proficient in **pre-press and production workflows**, including **file preparation, layout, proofing, and digital file management**.
- Skilled in **bindery and finishing processes**, completing complex print jobs from setup through final output.
- Advanced proficiency in **Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Acrobat Pro)** and **Microsoft Office Suite (Word, Excel, PowerPoint)**, with strong computer literacy.
- Strong **workflow optimization** experience, including template development, multi-device production scheduling, and **efficiency improvements adopted at a regional level**.
- Proven ability to **train and support team members**, collaborate with leadership, and meet deadlines in **high-volume production environments**.
- Prior leadership experience in operations, including **staff supervision, reporting, and performance improvement**.
- Recognized for **accuracy, efficiency, and consistent delivery of high-quality work** under tight timelines.

Dallas Independent School District

Nov 2019 - Present

Pre-Press / Wide Format Specialist

Aug 2025 - Present

- Produce and prepare print jobs using **wide and small format digital output devices** in a high-volume production environment
- Review and prepare files for **print accuracy, layout, and job specifications** to ensure quality output
- Operate, maintain, and troubleshoot equipment to maximize **uptime, efficiency, and production quality**
- Perform **preventive maintenance** and coordinate service to minimize downtime
- Manage **inventory and supplies** while supporting team workflow and meeting production deadlines

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Digital Reproduction Specialist

Nov 2019 - Aug 2025

Responsible for the production of printed jobs using wide and small format digital output devices, including color and B&W printers and bindery equipment. Process orders and operate, maintain, and troubleshoot printers within the Graphics & Printing Department. Set up and run equipment to meet customer expectations and productivity requirements. Complete bindery and finishing work and prepare jobs for delivery while supporting daily production needs and workflow efficiency.

Thomas Printworks Operator - Small Format

Aug 2004 - Oct 2019

May 2016 - Oct 2019

Handled small format color and B&W production, including finishing work, while delivering high-quality service to customers. Supported daily operations by estimating and invoicing jobs, producing sales reports, and assisting management and team members as needed. Maintained equipment to ensure reliable performance and provided backup support for wide format production.

Onsite Services Specialist, FM

Aug 2004 - May 2016

Provided print and copy services within an in-house production environment for Neiman Marcus, supporting internal and external clients with small format and specialized printing needs, including data merging. Interacted directly with customers to determine job requirements and ensure high-quality output in a detail-driven, luxury retail setting. Estimated and invoiced orders and supported daily operations within the copy center.

Alphagraphics Customer Service Representative

March 2003 - June 2004

Produced digital color and B&W print jobs using high-speed equipment while assisting with document layout and file setup. Created estimates and invoices, supported bindery operations, and assisted with daily production needs.

Wherehouse Music Assistant Manager

Feb 2002 - March 2003

Managed daily retail operations, including staff supervision, sales, inventory, customer service, and cash flow reporting. Led and supported team members to maintain efficient store performance and service standards.

Kinko's Various Roles

May 1992 - Aug 2001

Progressed through multiple roles, including Key Operator, Shift Leader, Assistant Manager, Branch Trainer, and Production Specialist, within a high-volume retail printing environment. Managed high-volume print production, daily operations, cash flow reporting, and staff supervision while supporting customer service and workflow efficiency. Developed and delivered training programs for staff and management, promoting operational consistency and adherence to corporate standards. Designed and implemented a production technique that improved efficiency and was adopted region-wide.