

# **Sheri Cianciolo**

**Print Buyer / Production Manager / Purchasing Professional**

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## **Summary**

Comprehensive knowledge of printing processes including purchasing, planning, production and fulfillment. Skilled at interfacing with business decision-makers and system end-users to prioritize and achieve desired outcomes. Maintains and fosters collaborative working relationships with team members, internal clients and external vendors. Strengths include:

Bid/Contract Negotiation  
Project Management  
Process planning  
Communication

Time Management  
Decision making  
Organization  
Self-starter

## **Experience**

AUGSBURG FORTRESS PUBLISHERS, Minneapolis, MN

2007 - 2012

### **Print Buyer**

Acquired product or product related goods and services based upon information contained in purchase requisitions and specifications identified by development teams, operations, and project managers.

Collaborated with teams in planning production of products.

Identified and selected vendors with the capability and capacity for achieving or exceeding product and service specifications.

Built solid understanding of the vendor's core competencies.

Negotiated competitive price, quality, and delivery terms and placement of purchase orders.

Effectively managed supply chain activities pertaining to assigned commodities, products and/or services.

Coordinated the activities of both internal and external resources to create an environment where an optimal balance can be achieved among inventory turns, competitive costing, and the highest possible level of customer service.

Resolved any invoice/billing issues.

**Print Account Representative at Wells Fargo Art and Design (Contractor through Aquent. Inc.)** 2006

Liaison between internal marketing staff and graphic designers. Manage client contacts and accounts.

- Facilitated jobs through planning and production process
- Provided print recommendations and advise on projects
- Prepared and submitted estimates to clients
- Purchased printing and fulfillment from vendors
- Managed and prioritized high number of projects simultaneously

BEST BUY CORPORATE , Minneapolis, MN 2005 - 2006

**Graphic Planner - Marketing (Contractor through Creatis, Inc.)**

Plan production of marketing materials  
Coordinate production of new and reprinted store signs  
Oversaw overall print project production and coordinate fulfillment

M & H ADVERTISING, INC., Minneapolis, MN 2000 - 2001

**Production Manager**

Managed project production to ensure timely completion of high quality product within contracted budget

LERNER PUBLISHING GROUP 1997 - 2000

**Production Planner**

Coordinated/Scheduled/Purchased paper, printing, and bindery production

## Education

UNIVERSITY OF WISCONSIN – STOUT, Menomonie, WI

**Bachelor of Science**

**Industrial Technology: Graphic Arts Management Concentration**

Activities and Societies: Student Activities Board Senator, Campus Music Productions President, Campus Music Productions Graphics Manager

HAMLIN UNIVERSITY, St. Paul, MN

Completed 3 years of coursework toward Master of Arts (M.A.)

English as a Second or Foreign Language/ESL Language Instructor

Dean's list

## Organizations

**Wild Prairie Harley Owner's Group (HOG)**

Ladies of Harley Director 2011 to 2012