

Charles Dashkowitz

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OBJECTIVE Supervisor and Press operator with over thirty experience; progressively responsible in the management of all aspects of running a printing operation, studying job specifications, setting up, operating, and maintaining printing, direct mail, and binding equipment, as well as maintaining inventory. Combine excellent organizational skills with hands-on technical knowledge, superior memory for details and a strong work ethic. Self-starter with the ability to analyze business operations and recommend strategies to improve performance. Maintain professionalism at all times and use discretion when handling confidential data. Competent "people person".

EXPERIENCE

9/2017 - 5/2017 **Vision Graphics Denver, CO**
Logistics and delivery

I was hired to replace a supervisor who was going to be let go. Upon his termination they decided not to fill the position. I assisted in all shipping and delivery needs for the nationwide operation.

2/2004 – 9/2017 **Ministry Press Arvada, CO 303.432.2081**
Manager/ Account Manager/ AP/AR /Direct Mail/Inventory Control

Intricately involved in the everyday operation of the press room operation. Ensured the efficient day-to-day running of all business operations and provided technical and hands on support for all printing equipment. Responsible for all accounts payable and receivable processes, including payroll for the employees and completing the state and federal tax processes. Processed incoming direct mail lists, preparing them for bulk mailing including addressing and traying. Maintenance of equipment inventories, general repairs, supplies, and when necessary, completed bindery requirements by operating cutters, collators, binders, staplers, drills, etc.

Responsible for:

- Supervising the department/plant production and/or preventative maintenance function for production as directed.
- Facilitates the administration and supervision of the department plant production function to ensure safety and quality standards.
- Procurement of raw materials used in production including negotiation of costs.
- All A/P and A/R duties.
- All Direct mail processes from list processing to final delivery to mail facility.
- Coordinates and applies preventive/corrective maintenance techniques toward monitoring and reducing maintenance and repair costs.
- Facilitates the on-the-job training and development of subordinates' skills to ensure a continued high level of production and morale.
- Facilitates communications and dissemination of information between crew operations.
- Maintains production, reduction of spoilage, machine, and maintenance records.
- Responsible for monitoring machine parts and supplies for production equipment as needed to maintain their good working order.
- Evaluates products and machinery to ensure compliance with established quality and maintenance standards.
- Furnishes preventative maintenance plans, schedules, results, and any revisions to the maintenance standards.

11/2006-2/2007 **Bonfils Blood Center Denver, CO. Lab Technician II**

10/1988 - 2/2004 **Samsonite Corporation Denver, CO.**
Print Shop Manager

Coordinated daily operations of press room and handled assignment and scheduling of all printing tasks. Maintained all press room equipment and trained new employees on press, bindery, and safety procedures. Conducted all billing and ordering of materials.

Achievements:

- Provided support during a time of organizational restructuring, as the company went through several top level managerial changes.
Worked with MRP reports; scheduling all production, as well as conducting employee reviews.
- Responsible for all incoming order calls and first contacts with in house order requests. Operated the A.M.1250, 1850, 1962 X.E., Hamada 550C.D, and 880. Operated the challenge programmable cutter, rollem, and drill press. (Attention to detail was paramount).
- Developed forms and protocols for the press room operation, as well as training press room employees on the computer for various operations required; accounting, inventory control, employee time tracking.
- Worked independently to determine methods and procedures for various printing assignments.

**1986/1988 D.R.C.O.G. Denver, CO.
Pressman 1**

- Responsible for daily reproduction work on Kodak 150, A.B.dick 369, and A.B. Dick 360. Printing all in house forms and agendas.

**1985/1986 Dash Printing Arvada, CO.
Owner/Operator**

Responsible for daily sales and reproduction work on Kodak 150,, and A.B. Dick 360. Printing all in orders and delivery of finished products. Sold when I got married.

Education 5/1981 Denver West High School Awards in Printing and Accounting

SKILL SETS

Skill Name	Skill Level	Experience	Last used
Press Room Operation	Expert	25+ years	Currently used
Inventory Control/	Expert	25+ years	Currently used
Purchasing	Expert	25+ years	Currently used
Bindery Equipment	Expert	25+ years	Currently used
A/P and A/R	Intermediate	20+ years	Currently used
MS Office	Expert	15+ years	Currently used
Windows	Expert	15+ years	Currently used
Troubleshooting	Expert	15+ years	Currently used

REFERENCES

Roland Colbert	Ministry Press Owner/Supervisor Reference Type: Professional	303-263-9723
Ben George	Center for Relationship Education Reference Type: Professional	303-918-7396
Paul Toth	Samsonite Corporation Supervisor Reference Type: Professional	719-573-7049
Dave Keanini	Outrigger Energy Owner Reference Type: Professional/Personal	303-884-3125

Additional reference available on request.

Samsonite Corp phone number - 508-851-1400