

# Patrick Tracy

## **Sales / Estimator / Design / Production Management**

Littleton, CO

[patricktracy93g@gmail.com](mailto:patricktracy93g@gmail.com)

3039095884

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Owner and Operator**

Industry Designers - Littleton, CO

February 2008 to September 2018

Communicate progress with all members and vendors of the team through COMS at the following milestones. Analyze renderings and blueprint specifications, and documents to prepare time, cost, materials, labor, drayage and freight estimates for ongoing large projects. Responsible for producing competitive prices through evaluation of instructions, specifications, drawings, bill of quantities and discussions with technical and production departments. Estimate the costs of design, direct labor, materials and installation associated with proposed projects and calculate pricing that yields the desired profit Margin. Monitor projects throughout design and production process to assure on-time delivery. Requisition of materials when needed. Handle and filter all in-bound sales calls and emails. Knowledgeable of all applicable municipalities, counties, D.O.T., utilities, O.S.H.A. and/or other governing bodies which may dictate codes and specifications regulating construction methods and materials. Execute and design final mechanicals for product containers, commercial monuments, digital storefront signage, 3-dimensional lettering, neon, led signs, channel lettering, awnings, plaques, logos, collateral, arias, maps, real estate and engraved signs.

### **Production Manager**

The Haines Celestial Group (Celestial Seasonings) - Boulder, CO

June 2006 to February 2008

Coordinate and responsible for overseeing print production schedules, print specifications, and cost analysis reports for internal budget approval and archiving. Leadership, mentoring and development to motivate teams to achieve optimal results. Research material and labor costs, as well as project time frames in order to create bids for projects. Execute bids and provide purchase orders for multiple vendors to source best price and quality. Maintain relationships with current suppliers, as well as interviewing and qualifying new vendors. Attain price quotes and estimated material delivery times. Evaluate quotes and use cost benefit analysis to determine the best source for the job, negotiate and finalize price. Work with graphic design team in to manage product quality. This included design specifications and troubleshooting any issues, such as font and image alignment. Supervise production Artists during pre-flighting of jobs. Introduced a variety of business concepts, practices, and procedures to better service the stores.

### **Production Manager**

New World Restaurant Group - Golden, CO

April 2001 to May 2006

Developed and implemented one year and two year marketing plans. Directed and managed budget of \$2.75 million annually. Identified and leveraged corporate savings \$575,000. Reduce the error ratio with designers and vendors from 7.5% to less than 1% resulting in an additional savings of \$216,000. Managed logistics and ensure timely delivery of national ROP and FSI creative materials to 462 stores nationwide. Contributed to the creation of computer software program that established department workflow, and archival needs of creative and marketing department. Efficiently managed print production process and served in all areas of marketing, preflight, design, revisions, archiving, traffic, shipping, account receivables, and brand management. Managed the following brand: Einstein Bros, Einstein Bros Cafe, Noah Bagels. In addition, quarterly rollouts, direct mail, artwork, design, prepress, work orders, proofs, change orders, vendors, suppliers, purchasing, press approvals, data processing, editing, troubleshooting, shipping, cross-training & liaison to senior management.

## Education

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### **Bachelors of Fine Arts in Graphic Arts - Psychology**

Colorado State University-Fort Collins - Fort Collins, CO

August 1989 to June 1993

### **Teaching Art Education in Education K-12**

McPherson College, McPherson KS - McPherson, KS

August 1986 to June 1989

## Skills

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Product Management, Product Development, Graphic Design, Vender Relations, Contract Negotiations, Warehouse & Inventory, Account Receivables, Communication & Public Speaking. Application Softwares; Adobe CS6, PowerPoint, QuarkXPress, Adobe Acrobat, Microsoft Excel 2016. Social Networking; Facebook, YouTube, Twitter, LinkedIn, Pinterest, Google, Safari etc.

## Awards

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### **Marketing Excellence Award**

October 2004

AME Awards, Creative Rollout Restaurant Content. New York Festivals Competition 2004.

## Certifications/Licenses

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### **Business Development Course**

February 2005 to Present

Attended class once a week for 6 weeks while working for New World Restaurant Group Inc. Discussed marketing strategies.

## Groups

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## **American Marketing Association (AMA)**

August 2001 to March 2006

Discussed advertising, branding, global engagement, metrics, research, multimedia and partnerships. Community involvement attended once a month.

### Additional Information

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Great ability to communicate, with leadership skills and direct implementation. Accomplished at meeting deadlines, while executing and exceeding ROI with a Great Team Winning Attitude!!