

# STUART SWEET

909.213.4862 • [stuart@chescanet.com](mailto:stuart@chescanet.com)

300 Walnut Ave., Redlands CA 92373 • [www.chescanet.com](http://www.chescanet.com)

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**Goal**  
I seek a new position where all my varied skills will benefit a growing organization through inline implementation of new processes.

**Philosophy**  
Management is the most portable of all skills. The ability to manage oneself, to lead and inspire others, and to create positive change is part of every successful person's career toolkit.

## **Operations / Pre-Press / Customer Service / IT Management**

**2004 – Present**

We Do Graphics, Orange California

- Managed all pre-press operations.
- Daily responsibility for customer service, training and quality control.
- Implemented cost-cutting initiatives, leading to 35% decrease in labor costs while increasing volume by 30%.
- Full responsibility for multi-server, multi-platform server structure with extremely low downtime.
- Top-to-bottom analysis of IT spending resulting in 75% reduction in IT spending in the first year.
- Reduced turnaround times by roughly 1 day per job by creating and implementing preflighting procedures.
- Worked with our #1 customer to implement quality control processes, leading to 20% increase in business volume.

## **Pre-Press / Customer Service / Implementation**

**2003 – 2004**

Color Tech Commercial Printing, Riverside California

- Complete responsibility for pre-press operations.
- Developed and implemented marketing plans.
- Internal and external customer service.
- 400% increase in platemaking efficiency and almost instant return on investment with new equipment.
- Created and implemented the company's first-ever marketing plan leading to increased sales over the next year.
- 90% reduction in proofing costs and return on investment in three months.
- Implemented industry standards resulting in higher quality and greater consistency.
- Operated the department with zero additional IT expenses for 18 months, with zero downtime.

## **Pre-Press Supervisor / Efficiency / Customer Service**

**1997 – 2003**

Crown Printers, San Bernardino California

- Supervised and trained three teams.
- Prepared and diagnosed customer files.
- High-end scanning, photo retouching and color correction.
- Efficiency measures that I designed achieved a 75% staff reduction within four years through department reorganization and implementation of new technologies, while sales increased 15%.
- Implemented the area's most advanced scanning, plating, and calibration systems with minimal downtime.
- Aided in implementation of Y2K-compliant MIS and estimating system, as well as full internet implementation.
- Restored and corrected two full-length coffee table books from priceless original photographs.

## **Pre-Press Dept. Leader**

Haig's Quality Printing, Palm Springs California

**1995 – 1997**

*I executed pre-press and graphic design operations and took a leadership role in coordinating production with other departments. I met with and supported customers and Implemented new technologies. I was responsible for critical decision-making with zero supervision.*

## **Pre-Press / Graphic Design / Sales**

Professional Business Services, Palm Desert California

**1994 – 1995**

*I led the production team in the development and execution of designs for local businesses. I had full responsibility for the operation, including implementation of new technologies, sales, design, and marketing.*

## **Audio Visual Producer**

Marriott's Desert Springs Resort, Palm Desert California

**1992 – 1994**

*I managed the in-house audio-visual department, providing convention support. This included labor management, material appropriation and logistics. I designed and implemented of multimedia presentations and provided sales support for large presentations with national customers. I implemented a plan that lowered labor costs by 15% while retaining all staff during the slow season.*

## **Owner**

SIGMAS Consulting, Boca Raton Florida

**1988 – 1992**

*The company provided typesetting services for local print shops. As owner I was responsible for all tasks including operations, management, and accounting. I also authored the area's first visual catalog of available typefaces. The business thrived until the customer base was destroyed by a hurricane in 1992.*

## **Vice President of Communications**

The Sheen Group, Boca Raton Florida

**1989 – 1991**

*I implemented the marketing plan for this financial planning firm. This included handling all advertising for seminars, producing the nationally syndicated radio program, creating print advertising and publishing books. I also coordinated the startup of the vanity publishing arm of the company and produced every book.*

## **Other Key Successes**

- 2007-2009: Co-authored articles for HDTV magazine, published in *HDTV Magazine*.
- 2007: Authored foreword and created cover art, *Reel History* by David and Daniel Mead.
- 2003: Single-engine land (small plane) flight training.
- 2002: 3-time guest lecturer, Platt College. Subject: Graphic Design.
- 1998-1999: 2-time guest lecturer, Cal Poly Pomona. Subject: Graphic Design.
- 1996: Created cover art, *Slot Machine Buyers' Handbook* by Daniel Mead.
- 1996: Art Direction, *Loose Change Magazine*.
- 1991: Prototyped MAVRICK, the audio-visual industry's first MIS system.

## **Education**

- 1999-2008: Heidelberg Print Media Academy – ongoing education in Signa Station, MetaDimension, Linocolor, Printready Prep, and Delta Technology.
- 1993: Marriott Total Quality Management training.
- 1988: Bachelor of Science in Communication, Boston University College of Communication.

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