

BUSINESS EXECUTIVE & ENTREPRENEUR

Successful executive & leader with over 25 years of experience in the printing/marketing services, mailing & fulfillment industries and current entrepreneur in the senior/boomer market sector.

EXPERIENCE

PLMP ENTERPRISES, INC. – Woodford, VA Principal / Owner 2013 – Present

Caring Transitions (CT) is the nation's largest professional network for household liquidation and relocation services. CT is a single source solution provider for organizing, downsizing, right sizing, aging in place; move management, packing, unpacking & resettlement; and household liquidations via estate sales & online auctions. CT works with seniors, boomers, veterans, families and individuals in transition, due to death, disability, divorce – or for any other reason or need. PLMP Enterprises is a SWAM Certified business with Virginia's DMBE.

- DBA Caring Transitions of Fredericksburg & the Rappahannock Region, Franchise Owner
- Business startup responsibilities include marketing, networking, accounting & bookkeeping, personnel hiring & training, subcontractor vetting & management.
- Skills include sorting, organizing, packing, floor planning, moving, staging, valuation of belongings, estate sale and online auction organization & management.

SYZYGY SERVICES, LLC – Woodford, VA Principal / Owner 2011 – 2013

Syzygy Services is a consulting firm that provided clients with expertise and insight in the area of print, mail, and fulfillment needs. Syzygy is a SWAM Certified business with Virginia's DMBE.

- Delivered subject matter expertise on print, mail, and fulfillment projects.
- Successfully provided printing, manufacturing, assembly, distribution and shipping services, including e-commerce and web services.

GLOBAL PRINTING INC. - Alexandria, VA Vice President 2011 – 2012

Global Printing is one of the largest and fastest-growing printing companies in the Washington, DC region. They provide printing, distribution, and marketing support services to private and public organizations ranging in size from start-ups to Fortune 500 companies. Over the last three decades, the company has built its reputation as the leading printing company in Virginia by solving complicated communications challenges at a pace few can match. Owner: Jonathan Budington 703.751.3611

- Facilitated successful merger of administration, clients & sales of Lake Litho into Global Printing.
- Successfully developed Global's eInvoicing program: recruited & created participant database & successfully implemented the service.
- Continuous oversight of Global's A/R Collections program: created contact database, established collections schedule, & collected unpaid invoices.
- Responsible for Global's USPS Client Postal Receipt Archive to put all receipts on intranet archive.
- Responsible for Global's FSC (Forest Stewardship Council) compliance, training & reporting.
- Coordinated and managed annual audit with SGS, oversight organization for FSC. Collected reporting data on all applicable jobs (accounting for all purchases & subcontracts, receipts & shipments, raw materials in & product out) and generated annual report documents.
- Managed approximately fifty clients (approximately \$1MM sales)

LAKE LITHOGRAPH COMPANY – Manassas, VA	President	2002 – 2010
	Vice President; Sales & Plant Manager	1990 – 2002
Estimator, Customer Service, Billing & Collections, Production Planner & Manager, Sales		1984 – 2010

Lake Litho was a business started in 1980. In 2002, Lake Litho had \$6MM in sales, offering both offset printing & copying, with mailing services. In 2004, Lake Litho invested in the latest digital printing technology, & offered additional marketing services. Sales grew to \$8MM by 2008, achieving its highest value added (pre-tax) profitability & per-employee sales by dollar. Services also included full mailing services; client on-site storage with web-based ordering & fulfillment; web-based dynamic document creation & on-demand printing. In 2010, the company merged with Global for a merger of sales & services.

President 2002 – 2010

- Managed all operations of the business and employees.
- Company contact & decision maker for bankers, lenders, equipment dealers, suppliers, vendors, clients.
- Negotiated equipment & service pricing and financing terms for purchases (up to & over \$1MM).
- Company contact for accountants, financial advisors, attorneys.
- Responsible for financial state of the Company. Developed annual corporate budget. Reviewed monthly Profit & Loss Statements, as well as Year End Financial Statements & Tax Preparation.
- Vetted new technology (equipment, hardware, software, and services) & made purchase decisions with Management Team (including digital & offset presses, copiers & business machines, bindery, finishing & mailing equipment, and more). Collected data regarding products sold, production processes & methods used. Analyzed data to determine future investments, which were profoundly affected by recent technological innovations in the industry; investments that affected equipment, as well as personnel and manufacturing methods. Prepared reports comparing various options, projections, life cycles, costs and estimated profitability. Presented reports to management team, bankers, and financial advisors; after decision-making, continued tracking data for performance and investment review. (Technology innovation has a 4-5 year life cycle which mandates constant monitoring and future planning.)
- Collected & compiled data on routine & special projects from various software databases to analyze processes, procedures, material usage & procurement, equipment efficiency, inventory & supplies, sales, etc.
- Collaborated with Sales Staff and Clients to determine new avenues of services and capabilities. Prepared Sales Presentations, as well as final reports & responses to RFP's and RFQ's. Prepared agendas, materials, displays & handouts, and made presentations to groups of up to 400 people.
- Encouraged self confidence & empowerment, decision making & accountability in co-workers, to instill ownership of processes & products.
- Process Review for Constraints & LEAN Manufacturing Certification; FSC Certification.

Vice President; Sales & Plant Manager; Estimator; Customer Service; Billing & Collections; Production Planner;

Production Manager; Sales; Human Resources & Personnel 1984 – 2010

- In 1986, documented the company's processes, procedures, & costs. Implemented The Covalent System (a print industry specific MIS system built with an integrated accounting platform). The system performed estimating, jacket writing, job costing, and A/R & A/P tasks. This process was repeated in 2002 (with assistance of the IT Manager), when a new MIS system was required.
- In 1998-1999, worked with general contractor on plant layout for construction of new 45M square foot building. Designed and planned: Network, Phone & Electrical layout, Plant/Manufacturing flow layout, Office layout (included modular office furniture, flooring, carpet, wall coverings, lighting & ceiling).

- Established, then constantly monitored & improved Quality Control & Quality Assurance programs.
- Estimator: evaluated client job specifications; labor time, outside purchases, services & materials, to establish project cost. Evaluated project costs to set & negotiate sell prices. After project delivery, reviewed estimated vs. actual job cost reports, to adjust estimating program metrics & parameters for future bidding.
- Customer Service: consulted with and assisted clients during project development, to advise about print production (to include determining printing process, file preparation, paper selection, inks & coatings, binding & finishing processes, mailing & distribution processes, and more). Advised about manufacturing processes, schedules & turnaround times, value added services, budgetary estimates and options, to ensure clients' goal & results were achieved. Clarified specifications to be communicated concisely, in industry standard terminology. Maintained accurate tracking of projects for clients, as well as for company records, costing and future planning.
- Billing & Collections: prepared estimated vs. actual job costing reports, prepared & distributed invoices, managed A/R receipts & collections. Also managed vendor & supplier purchase orders, receipts & invoices for A/P.
- Production Planner: reviewed client artwork submissions against estimates, determined best manufacturing plans with production team, prepared detailed job jackets for manufacturing.
- Production Manager: consulted on job plans, organized all job jackets, managed daily production meeting, then created & distributed a daily schedule of all jobs (as many as 250 at a time).
- Plant Manager: this position was added as the Company grew: to oversee the Production Manager & all department leaders & to ensure that the Company was meeting its daily obligations.
- Sales Manager: worked with sales team to identify potential clients and projects; met with clients to identify opportunities; helped to create viable programs and results. Developed self-promotion campaigns for company marketing. Provided sales team support and motivation to encourage both personal and professional success.
- Human Resources & Personnel: recruited by various methods, interviewed & hired prospective employees. Negotiated wages & benefits and performed performance reviews. Managed payroll processes through Paychex. Vetted, selected, implemented & administered 401K Plans & Profit Sharing Plan, including year-end reporting. Evaluated, selected and managed Health, Dental & Vision Insurances, as well as Short & Long Term Disability policies. Compliance Officer for DOL policies, ADA, OSHA, VOSH, EPA.

EDUCATION

UNIVERSITY of VIRGINIA	Bachelor of Arts, Psychology	1983
PRINTING INDUSTRY of AMERICA	Executive Development Program	1991 – 1992
	Graduate Levels	1993 – 1996

ITEMS OF NOTE

Alpha Delta Pi, Zeta Xi Chapter

University of Virginia Alumni Association

Prince William Symphony Orchestra, Board Member 6 years

Prince William – Greater Manassas Chamber of Commerce 20 years

Printing Industry of Virginia

Member 25 years; Member, Board of Directors 8 years; Chairman of the Board 2002 – 2003

SkillsUSA VA High School Accomplishment Judge 2007 – 2010

BBL Printing Industry Peer Group 1996 - 2010

Numerous Awards for Outstanding Business by PWC-GM Chamber of Commerce

City of Manassas, Small Business of the Year (50-100 employees) Finalist 2008

Notary Public in the Commonwealth of Virginia since 1997

Fredericksburg Regional Chamber of Commerce 2013 – Present

Partners in Aging Member and Board of Directors 2013 – Present; Chairman of the “Art of Aging Expo”