

Resa Altsher

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EXPERIENCE

December 2004 – Present, **Residential Real Estate Appraiser**,
Massachusetts License Number 75161

January 2002 – 2004, **Needham Public Schools**, Needham, MA
Teaching Assistant, Substitute Teacher

March 1994 – August 2000 **IDG (CXO Media)**, Framingham, MA
Production Director

Managed production staff; Devised new and automated existing production processes and procedures for start-up and existing publications; Negotiated production and print contracts resulting in 25% cost savings; Scheduled publication time table for all departments including sales, editorial, art production and circulation; Guided client-side advertising production issues; Resolved client issues and concerns

March 1993 – July 1994, **Altsher Productions**, Hull, MA
Cable TV Producer

Conceived, produced and co-wrote “Breakfast at Building #19” for cable television

January 1990 - June 1992, **Naylor Publications**, Sacramento, CA
Traffic Manager

Oversaw workflow, scheduling and distribution of over 30 publications; Ensured quality of incoming advertising; Originated and prepared marketing and accounting reports; Acted as OSHA compliance officer, benefits and human resource contact

June 1987 – December 1990, **Investors Business Daily Newspaper**,
Los Angeles, CA

Advertising Production Manager

Designed and paginated three special weekly advertising sections; Database manager, Originated and prepared marketing and accounting reports

SPECIAL SKILLS

Excellent attention to detail, deadline and resource sensitivity with very high degree of accuracy; Great organization and management skills; Outstanding client service record; Computer savvy

EDUCATION

Clark University, Worcester, MA 1985 BA, Arts-Management; Graduate level courses, University of Massachusetts 1992 - 2003

INTERESTS

Director of St. Bart's Soccer League, Classroom Volunteer, Family Table Volunteer, Jimmy Fund 26-mile walker, Amateur Musician