

Constance McDavid

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Career Summary

Constance McDavid and her company, Sunflower Publishing Services, Inc., provide project management services to publishers and to editorial development houses. She helps clients avoid hiring additional employees when extra work and demanding schedules overload staff. A joint venture partnership with Michele Acosta of WT Editorial allows her to provide a full range of services including writing, editing, proofreading, and translating.

PROFESSIONAL EXPERIENCE

Sunflower Publishing Services, Inc., Darien, IL

Owner

2005-Present

- Work with writers, editors, production staff, and managers to produce educational materials including student editions, teacher editions, and ancillaries.
- Create customized functional workflows, procedures, and schedules for large and small publishing projects.
- Create pagination charts/bookmaps and TOCs for elementary, middle/junior high school, and high school ancillary and assessment projects.
- Maintain close contact with client while managing all aspects of large and small publishing projects.
- Provide project management services to publishers and editorial development houses throughout project including editorial, design, production, and prepress stages.
- Other services include:
 - Manage the project team and the educational product from start to finish.
 - Plan, develop, and modify functional workflows and procedures.
 - Create detailed batch schedules and update as necessary.
 - Keep workflow on track to meet multiple deadlines.
 - Work with writers, editors, designers, managers, outside vendors, and others.

Freelance Artist

2003-2005

Scott Foresman, Glenview, IL

Editorial Project Manager (full-time)

2001-2003

- Managed staff of three editorial project coordinators.
- Worked closely with editorial directors, managers, and outside production and design developer groups.
- Created and maintained editorial schedules and workflows.
- Hired staff and outside developers.
- Solved problems as they arose.

Scott Foresman, Glenview, IL

Senior Production Coordinator/Supervisor (full-time)

1999-2001

- Supervised production coordinators.
- Worked on products in major disciplines.
- Organized and supervised launch meetings.
- Organized and ran status meetings.
- Coordinated a variety of projects.
- Created and maintained schedules and workflows.
- Supervised trafficking of pages between editorial, design, and production.
- Worked closely with editorial and design departments.
- Solved problems as they arose.

TSI Graphics, Chicago, IL

Project Manager (full-time)

1998-1999

- Managed staff of four.
- Worked closely with authors and clients.
- Created and maintained production schedules and workflows.
- Supervised trafficking of pages between editorial, design, and production.
- Participated in budget meetings and monitored budgets.
- Solved problems as they arose.

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Scott Foresman, Glenview, IL

Prepress Coordinator (full-time)

1997-1998

- Participated in budget meetings and monitored budgets.
- Hired prepress houses.
- Coordinated prepress files between the production department, prepress houses, and the printer.
- Created database used for page and image tracking.
- Worked with production and design on workflows and schedules.
- Proofed 4-color and black and white printers' proofs to ensure product quality.
- Solved problems as they arose.

Piper Studios, Chicago, IL

Production Coordinator (contract)

1996-1997

- Coordinated a variety of projects.
- Worked closely with authors and clients.
- Created and maintained production schedules and workflows.
- Supervised trafficking of pages between editorial, design, and production.

Scott Foresman, Glenview, IL

Production Coordinator (contract)

1995-1996

- Assisted Senior Production Coordinator.
- Coordinated a variety of projects.
- Supervised trafficking of pages between editorial, design, and production.
- Created and maintained workflows and schedules.
- Worked closely with editorial and design departments.
- Solved problems as they arose.

Ligature, Chicago, IL

Production (full time)

1989-1995

- Scanned images and worked on stat machine for production.
- Coordinated a variety of projects.
- Supervised trafficking of pages between editorial, design, and production.
- Created and maintained workflows and schedules.
- Worked closely with editorial and design departments.
- Created databases for various departments.

Image Coordinator (full time)

- Prepared images for prepress houses.
- Reviewed proofs for color.
- Met with offsite printers to check accuracy of color and registration before books were printed.

Photo Researcher (full time)

- Contacted various photo/stock houses to find appropriate images for design department.
- Sized images and approved color.
- Maintained databases.

EDUCATION

American Academy of Arts, Chicago, IL

Associates degree in Graphic Design/Illustration

Art Institute of Chicago, Chicago, IL