

TIMOTHY MANTEAU

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PROFILE

PMP certified leader with record of driving tangible results. Decisive and results-oriented creative professional who combines over 20 years of integrated design expertise with proven leadership and project management experience to fuel brand and bottom line growth. Bring a diverse background, serving as a platform to troubleshoot all aspects of the creative process while managing project budgets and deadlines. A technical thought leader with the insight to communicate and delegate effectively while remaining at the forefront of digital innovation, technology, and industry trends. Additional highlights include:

- Extensive knowledge of entertainment, retail and financial industries, with a thorough understanding of the complexities of designing digital media for both print and online.
- Excels at sourcing, hiring, and developing internal and external creative teams, leveraging a strong network of freelance talent across multiple specializations.
- Strong visual problem solver, consistently identifying process improvements to drive productivity and reduce costs while elevating quality
- Recognized for establishing outstanding relationships with colleagues, clients, and vendors.

EXPERIENCE

RR DONNELLEY AND SONS, CO. | New York, NY

Regional Creative Operations Manager • *Mar. 2016 – Present*

Accountable for ensuring seamless operations across multiple site locations including 95 employees and 14 direct reports within the agency infrastructure. Oversee multi-million dollar accounts including Sony Music Entertainment, Ace Hardware, Allianz Global Investors, Credit Suisse, International Monetary Fund, Lowe's and DSG Interactive Group.

- Promoted following success as an interdependent site leader to run multiple sites across the region, functioning as a change agent within the organization to maximize profitability and client satisfaction
- Partner with individual site leads to assess staffing needs against P&L.
- Manage and reconcile invoices, billing, POs, and P&Ls across multiple sites.
- Responsible for tracking and analyzing data related to employee performance and account activity.
- Maintain regional facilities in regard to staff supervision, labor approvals, record keeping, and budgeting.
- Implement standardized office procedures and staff incentive programs.
- Verify the usage and accuracy of internal job tracking systems; ensure site leads execute necessary adjustments to meet billing quotas and performance guidelines.
- Mentored other site leads in producing metrics, speeding delivery and improving the bottom line.

SONY MUSIC ENTERTAINMENT | RR DONNELLEY AND SONS | New York, NY

Creative Manager, Site Lead • *Sep. 2011 – Mar. 2016*

Directed a 12-person team responsible for all of Sony Music Arcade Creative pre-press work, in addition to leading efforts to expand service offerings across interactive design and project management.

- Promoted to site leader to manage on-site creative production for key entertainment account.
- Partnered with Sony's internal creative agency, Arcade, to drive new business within both the environmental and interactive media verticals.
- Established RR Donnelly as an Apple approved developer of iTunes LPs and iBooks for Sony, and facilitated the RFP process to acquire all digital work for Arcade.
- Oversaw facility finances in addition to sourcing, hiring, and developing creative talent. Increased profits from 2% to 30% by reducing outsourced work and streamlining internal processes.
- Introduced new time management system in response to organizational needs that enabled higher efficiency and productivity, increased client and team confidence, and new business generation.

MORGAN STANLEY CREATIVE SERVICES | RR DONNELLEY AND SONS | New York, NY

Creative Services & Interactive Team Manager • *Apr. 2009 – Sep. 2011*

Oversaw an 11-person interactive team within Morgan Stanley's creative services department, supporting development and design of over 100 internal websites and intranet platforms.

- Guided a full reorganization as a key member of the leadership team, providing the first stable client support system in 5+ years. Successful efforts resulted in a new division that doubled revenue.
- Led website design and updates for internal websites, training application development, and web modules for the public-facing site.
- Assisted with management and evaluation of a 45-person creative services department.

SUNDBERG & ASSOCIATES | New York, NY

Director of Interactive Media • *May 2001 - Apr. 2009*

Led the interactive team in technical and creative design, with emphasis on integrating print and web communications for clients ranging small from non-profits to Fortune 500 brands. Responsible for oversight of creative strategy and planning, budgeting, pitching and approval of designs, as well as ongoing management and analysis of campaigns.

- Oversaw the new media department, leading interactive projects from initial concept through presentation, development, and launch.
- Leveraged a wide network of industry contacts to source and hire freelance talent.
- Developed a comprehensive approach to new client acquisition and existing business expansion in collaboration with agency president and sales and marketing teams.
- Produced and presented new media proposals and interacted with prospects at all stages of acquisition.

BABYPRESSCONFERENCE.COM | New York, NY

Design Director • *Aug. 1999 - Apr. 2001*

Specialized in integrated design and development for digital, print, trade show, and identity work for an online start-up pioneering the first consumer-based application of netcasting. Supervised freelance writers, illustrators, and photographers, and served as a primary liaison with printing partners and service bureaus.

SONY MUSIC ENTERTAINMENT, INC. | New York, NY

Associate Director Interactive Media, Creative Services • *Jan. 1991 - Aug. 1999*

Managed a team of 6 designers and developers in driving Sony Music's digital presence, responsible for defining overall creative vision, content, navigation, and functionality. Oversaw all creative assets, content, and project milestones, collaborating with artists, label personnel, and creative staff to develop concepts that produced continuity between artists' print and online brand image.

SKILLS

Software

Adobe Creative Suite (Photoshop, Illustrator, InDesign, Flash, Dreamweaver), MS Office (Word, Excel, Powerpoint), Apple Keynote, iMovie, Quicktime, iBook Author, Wordpress, BBEdit, Filemaker, OmniGraffle. Working knowledge of After Effects, Final Cut Pro, Premiere, Unix; Mac OSX & Windows OS.

Programming

Fluent in writing valid XHTML, CSS, and JavaScript. Working knowledge of C+, CGI, and Perl, as well as relational-database integration using proprietary mark-up languages.

EDUCATION

- **Project Management Professional (PMP)**[®] | PROJECT MANAGEMENT INSTITUTE
- **Certificate in Internet Technology** | NEW YORK UNIVERSITY
- **Certificate in Multimedia Design** | PRATT INSTITUTE
- **B.A., Communication & Media Studies** | ROWAN UNIVERSITY (cum lauda)
- **A.S., Computer Science** | OCEAN COUNTY COMMUNITY COLLEGE