

Michael C.F. McNutt

303-427-1913 or 303-374-4656

mikaren1@juno.com

Experience:

Gallery Nuttshell

Westminster, CO
April 2009—present
<http://gallerynuttshell.com>

CFO/Writer/Editor

AME, Inc.

Denver, CO
November 2006-
April 2009

Office Manager for a machine/tool distributor. Answered phones, Processed PO's and Invoicing; Assisted sales staff in ALL aspects; Used Quickbooks 2003, 2008 (for PC's) and 2009 (for MAC's); CEO's executive assistant, ran payroll etc.

InterPack Ind.

Phoenix, AZ
February 2006-
June 2006

Feeder/2nd Pressman on a Heidelberg 40" 6 color

Ohio Center for

Broadcasting

Lakewood, CO
January 2005-
January 2006

Instructor's Assistant

C&M Press/National

Hirchfeld

Denver, CO
June 1988-
November 2005

Lead Press Operator on two color/perfectors; in charge of Ordering all supplies and performing necessary maintenance; Ran all of the jobs for these presses on dayshift and communicated With the following shift status of work; Trained numerous operators To run the various printing presses. Produced company newsletter.

Johnson Printing

Boulder, CO
1978--1988

Lead Press Operator/Foreman. Produced company newsletter.

Education:

Ohio Center for

Broadcasting

2004

Diploma in Radio/TV Broadcasting. This intensive 10-month course Focused on broadcast techniques and procedures: Interned at DC TV and Hot.Beonair.com

Boulder TEC

1974-1976

Certificate of completion in Graphic Arts

Boulder High School

1973-1976

Diploma