

# TONY VITALE

5 Penn Road, Cranford NJ 07016 • phone 917-363-4699 • e-mail vitale@tvod.com

## Objective

Management or administrative position utilizing my Master of Science from NYU

## Experience

- 2006 **Data Analyst** – Celgene Corp., Summit NJ
- Contract employee, Customer Care Center
  - Analysis of data to ensure appropriateness of cancer treatment
- 2004–2005 **General Manager** – New York Comedy Club & The Improv, NYC
- Train and supervise, coordinate employees
  - Coordinate comedians and staff during shows
  - Oversee purchase, upgrading and installation schedule of computers
- 2003–2004 New York University – Master of Science in Publishing
- Concentration in marketing and management (3.65 GPA)
- 2002–2003 **Marketing Consultant** – Continuum International Publishing, NYC
- Determine advertising campaigns for new academic and religious titles
  - Compile and maintain comprehensive database of books and publications
  - Prepare press releases and disseminate reviews for new publications
- 1999–2002 **Editor and Assistant to the Publisher** – Church Publishing Inc., NYC
- Manage database of 17,000 sensitive employment records
  - Liaise between authors, printers, clergy, management, and vendors
  - Compile and edit biennial clerical directory
  - Supervise temporary staff, interns and consultants
- 1996–1999 **Editorial and publishing assistance** – The Episcopal Diocese of New Jersey
- Develop program outreach materials (press releases, brochures, and newsletters)
  - Provide support to Bishop of NJ by preparing publications, presentations, correspondence, and other independent projects
- 1993–1996 **Chief Operating Officer** – Jezek Tool Company, Inc., Elizabeth NJ
- Manage supplies, budget/expense reports, invoices and attendance records
  - Work as liaison with vendors, purchasers and suppliers
  - Maintain confidential employee files containing salary and status information
- 1990–1993 **General Manager** – Catch A Rising Star, Boston MA
- 1988–1990 **Promotions and Publicity** – The Comedy Connection, Boston MA
- 1984–1988 **Radio Announcer** – WFNX, 101.7 FM Radio, Boston MA
- 1979–1984 **Manager, music director and disc jockey** – Axis Nightclub, Boston MA

## Education

**New York University** – New York City, Master of Science in Publishing, May 2004  
**Tufts University** – Boston, Bachelor of Arts in History, June 1975  
**Montclair Kimberly Academy** – Montclair NJ, June 1971

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## Other

Currently Junior Warden (lay leadership) of Trinity Episcopal Church in Cranford NJ, property manager, member of Vestry, Adult Choir, Concert Committee. I am creator and owner of a comprehensive cultural and culinary website ([www.TVOD.com](http://www.TVOD.com)).

## Skills

Microsoft Office, Adobe Photoshop, FileMaker Pro, research, proofreading and editing, management, organization of diversely motivated individuals in the completion of deadline-oriented projects, exceptional interpersonal skills and motivational attitude

## Summary

After almost a year of being a contract employee at Celgene, I have observed the interactions between the various aspects of the pharmaceutical industry.

As a professional manager (over 25 years of experience in different industries), and with a recently earned Master of Science from New York University (management and publishing, 3.65 GPA), I bring a “big picture” approach.

Being a marketing consultant for Continuum Publishing shows my talents in positioning a company.

My tenure as editor with Church Publishing (the official publishing arm of the Episcopal Church) taught me about database integrity and development, managing nightclubs and comedy clubs taught me how to interact with employees of all walks of life, and being the operations director of my family’s production company expanded my knowledge of general industry.

Being a manager also requires one to lead; the fact that the Boston Globe ranked me as one of the city’s favorite radio announcers for many years in the mid-1980’s is an indication that I know how to garner people’s willingness to follow.

Currently, I am one of two Wardens of Trinity Episcopal Church in Cranford (the shepherds of the lay leadership); in that capacity, I aid in the spiritual direction of the congregation, as well as being the property manager of the church.

A Renaissance man in specialized fields, a thirst for learning new skills, the ability to synthesize past experience, and with many years of productive work ahead of me, I would ask that you consider me for a position with your company.