

Yuliana Borda Cabrera

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PROFESSIONAL SUMMARY

Detail-oriented professional with experience managing production schedules and vendor/client relationships across different projects in publishing and creative environments. A multi-tasker by nature under pressing deadlines, maintaining organization, tracking and keeping communication clear with multiple teams. Experienced in event management in the book industry and nonprofits; passionate about cross-functional collaboration, content workflows, and connecting communities.

SKILLS

Customer Service: customer support, client communications, stakeholder communications

Production and Print: preflight, file management, print coordination, vendor management, quoting & invoicing, delivery scheduling, proofing, colour management, font management

Software & Tools: Adobe Creative Cloud (InDesign, Illustrator, Photoshop) Acrobat, Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams), digital asset management platforms, CMS

Languages: English (proficient), Spanish (native), French (advanced)

Other: Proofreading, translation, event coordination, project management, instructional design

WORK EXPERIENCE

Production Assistant (Contract) | Bayard Press Canada, Toronto, ON

August 2024 – June 2026

- Supported production and manufacturing of books, magazines, and marketing materials across Bayard divisions (Owlkids, Novalis English and French, and Bayard Canada Livres); coordinated 128 titles and managed a combined print volume of over 209,000 copies, ensuring on-time delivery and maintaining strong client relationships by managing communications and expectations.
- Performed recurring preflight and production work for Owlkids magazines such as Chickadee across every issue, managing file quality and print-readiness for ongoing publication cycles.
- Executed preflight checks, file management, and print job coordination with third-party vendors, including single runs of up to 30,000 copies.
- Managed the creation and dissemination of assets across sales and marketing channels for print and digital platforms.
- Handled quoting, invoicing, and delivery scheduling to maintain on-time production across all divisions.
- Supported 37 new title launches across Spring and Fall seasons, collaborating with editorial, design, and vendor teams from file handoff to final delivery.

Sales Assistant (Operations) | Inditex, Toronto, ON

July 2023 – August 2024

- Supported operational processes including inventory management, floor organization, and online order processing, ensuring seamless operations and timely deliveries.
- Assisted with KPI data analysis to identify process gaps and improve operational efficiency

Production Manager (Student) | On The Danforth Magazine – Centennial College, Toronto, ON
September 2022 – May 2023

- Managed full editorial production cycle for two magazine issues, coordinating workflows across editorial, design, and marketing departments
- Maintained production schedules, documented process stages, and oversaw risk assessment to ensure quality and on-time delivery

Marketing & Sales Intern | Latitude 46 Publishing, ON
March 2023 – May 2023

- Developed and executed marketing strategies for seasonal releases which included the creation of their e-newsletter.
- Maintained organized records of campaigns, communications, and market research findings
- Created social media posts for their book launches and new releases.

Instructional Designer | Tech Institute, Colombia (Remote)
June 2020 – January 2021

- Designed and documented learning materials and quality-checked academic content across multiple disciplines for a virtual campus environment

VOLUNTEERING

Translator | Green Teacher Magazine, Canada | June 2023 – August 2025

- Translated environmental education content from English to Spanish, maintaining editorial accuracy and consistency

Marketplace Coordinator | Arabic Canadian Book Fair | January 2024 – August 2024

- Managed end-to-end operational workflows for a large-scale event including exhibitor communications, registration documentation, and stakeholder reporting
- Compiled and distributed operational updates before, during, and after the event, ensuring all stakeholders were informed of changes and timelines
- Planned and executed detailed floor logistics including mapping, equipment coordination, and traffic flow optimization

Social Media Coordinator | Giller Light Bash / United for Literacy | June 2023 – November 2023

- Created and scheduled social media content to promote literacy events

Programming Crew | The Word On The Street, Toronto | May 2023

- Supported event programming and logistics for Toronto's major outdoor book and magazine festival

Customer Service Volunteer | The FOLD Foundation, Brampton | May 2023 / May 2024

- Provided customer service support at the Festival of Literary Diversity

EDUCATION

Project Management

Georgian College, Toronto, ON | January 2022 – August 2022

Publishing – Books, Magazines & Electronics

Centennial College, Toronto, ON | September 2022 – May 2023

B.A. Literary Studies

Pontificia Universidad Javeriana, Bogotá, Colombia | July 2015 – September 2022

B.A. Modern Languages

Pontificia Universidad Javeriana, Bogotá, Colombia | January 2015 – June 2020