

Education:

San Francisco State University, California

B.A. Art, January 1996 Major: Photography

Loyola High School, Los Angeles, CA.

Graduate, June 1990.

Freelance Experience:

Today's Bride Magazine, 800.696.7515, contact Cristine Thomas, Publisher

433 Airport Blvd., Suite 331. Burlingame, CA. 94010

Contract Freelance, June 2007–December 2007

Producing final PDF X1/A certified PDFS for final output and printing, complete magazine layout/production, and designing/updating of ads for various advertisers.

Teacher's Curriculum Institute, 650.856.0565 x 119, contact Lynn Sanchez, Production Manager

4009 Miranda Ave., Palo Alto, CA. 94304

Contract Freelance, February 2007–current

Producing final PDF X1/A certified PDFS for final textbook output and printing, assisting with production workflow.

Scientific Learning Corporation, Inc. 510.625.6787, contact Marilyn Pluth, Marketing Production Manager

600 Frank Ogawa Plaza, Oakland, CA. 94612

Contract Freelance, February 2006–current

Assisting the Marketing Department in preparing and releasing final documents for multiple Print/Vendor locations.

Leapfrog Inc. 510.420.5000, contact Amy Fields, Art Production Manager

6401 Hollis St. Emeryville, CA. 94608

Art Production Assistant, Contract Freelance, July 2004–March 2007

Assisting the Art Production Department in preparing and releasing of final book files for a PDF-based workflow system.

Agency/Short Term Experience:

Ariel Mulvaney, Graphic Designer, 1220 Hollywood Ave. Oakland CA. 94602. 510.530.8634

Catalog Production Artist, July/August 2006

Kesler Creative Communications, 1632 Cornell Ave. Berkeley, CA. 94702. 510.528.2465

Catalog Production Artist, July/August 2006

Scrapbook Answers Magazine, contact Barbara Luna, Managing Editor. Barbara@scrapbookanswers.com

150 North Hill Drive, Suite 40, Brisbane, CA. 94005

Magazine Layout and Production, September 2005.

Work Experience:

Wired Magazine, 415.276.5000, contact Human Resources

520 3rd St. 3rd Floor, San Francisco, CA. 94107

Marketing Production Manager, June 2000–July 2004

Overseeing the print production of all marketing materials including postcards, brochures, media kit elements, direct mail campaigns, outdoor signage, large format poster printing, *Wired* stationary, in-book custom advertorials and in-house advertising. Working with designers and copywriters to create print production schedules for all projects. Advising the design staff of trouble areas throughout the design phase of a project to ensure the best print results prior to going to press. Preflighting of files for print production. Strong knowledge of troubleshooting design files for post-script errors to ensure proper end results. Coordinating multiple print jobs with multiple vendors at the same time.

Miller Freeman Inc./CMP Media, 415.905.2600

600 Harrison St., San Francisco, CA. 94107

Digital Ad Supervisor/Production Coordinator, April 1997–June 2000

Supervising the digital ad workflow of a Macintosh-based ad production team of twelve people. Training others in the group to utilize our internal networks, software, and peripherals for preflighting documents. Flightchecking advertising materials & troubleshooting for print media and film output.

Production Coordinator, *Embedded Systems Programming* (& related properties), April 1997–June 2000, *High Density Interconnect*. September 1998–November 1999

Managing the print production of trade publications: data entry, book layout (Perfect & Saddle-stitch), ad collection (digital/CMYK film), processing, shipping, and billing on monthly cycles. Strong understanding of 4-color printing processes, and familiarity with Web-offset & Sheetfed printing procedures.

Skills:

Print production: Adobe Creative Suite 4.0, Quark Xpress 7, Extensis Suitcase, Adobe ATM, Markzware Flightcheck, Preflight Pro, Adobe Acrobat and Distiller, FTP software and FTP site management, MS Office, flatbed and transparency scanners.

Digital audio and video software: Adobe Premier, Apple Final Cut Pro, Ableton Live, Bias Peak, Digidesign ProTools, Propellerhead Software Reason, Steinberg Recycle, Apple Quicktime Pro. Macintosh and Windows operating systems.

Professional References:

Dennis Lee, Customer Service Representative, Leewood Press.

564 6th. Street, San Francisco, CA. 94103
415 896 0513, dlee@leewoodpress.com

Nadia Khastagir, Graphic Designer and co-owner, Design Action Collective.

369 15th Street, Oakland, CA. 94612
415 867 4237, nadia@designaction.org