
JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

SUMMARY

I have been in Graphic Design/Pre-press for 17 years. I am proficient in InDesign, Photoshop and Illustrator. I have created newsletters, magazines, flyers and books for various clientele. My work is press ready which is valuable and cost effective.

SKILLS

- Adobe InDesign
 - Advanced typography knowledge
 - Strong design sense
 - Brochure and newsletter formatting
 - Logo and business cards
 - Knowledge of book design
 - Resourceful researcher
 - Quick learner
 - Strong design sense
 - Conceptual thinker
 - Time management
 - Design strategy
 - Electronic logo design
 - Photo enhancing
 - Stationery and letterhead
-

EXPERIENCE

Prepress Specialist/Graphic Designer, 01/2000 - Current

Temple University – Harrisburg, PA

My duties are managing files for press; troubleshooting and preparing graphic files created in various programs to ensure an accurate and high quality print product. This includes sending files through Workshop, an imposition program for plate preparation. Also sending to direct plate Trendsetter and imaging plates for press. I also meet with customers and design pieces for print; programs, newsletters, books, flyers, posters, banners, billboards. This also includes letterhead, business cards and envelopes. I also design conference booth displays and web banners per the customers needs. My other duties include stock management of materials for our Epson high-quality proofers, plates for the Trendsetter and other materials. I do press checks on all our printed material. I have helped in our Bindery department and assisted in creating job tickets.

Adjunct Faculty, 2006 - 2008

Berry Plastics – Battleboro, NC

Worked as an evening instructor teaching Adobe Illustrator and InDesign

Press Operator, 1990 - 1996

Ace Printing Company – City, STATE

My responsibilities were to prioritize various print jobs, set up press for each job and print. Duties also included stock management and press maintenance.

EDUCATION AND TRAINING

Associate of Arts: Graphic Communication, 1992

St. Louis Community College - Florissant, Mo