

# donnalook

prepress | graphicproduction | graphicdesign  
clientcommunicationservices

## employment history

**Impact Printing** - Beaverton, OR June 2001 - May 2012  
Ken & Tyler Cuddeford, Owners, (503) 643-2722

### **Prepress, Graphic Production and Design, Customer Service**

Preflight customer files on Macintosh and Windows CPU's to ensure their jobs meet the proper criteria for either offset, digital, screen or flexography printing.

MS Word, Powerpoint, Excel, Publisher and other misc. software Pdf document reconstruction then conversion for PMS or CMYK color separation for output.

Responsible for file management and data archiving.

Client, Designer project collaboration and guidance in creating trouble free ready to print documents.

Designed or recreated for clients... Business Cards, Letterheads, Envelopes, Die-lines, Presentation Folders, Posters, Signs, Banners, Maps, Brochures, Postcards, Flyers, Handouts, Labels, Journals, Diaries, Newsletters, Books, Bookmarks, Door Hangers, Product Packaging and Tags etc.

Knowledge using shop equipment, Macintosh or PC Computers, AB Dick platemaker, Xerox 6060, iGen & Konica 1200 Output Stations, Cutter, Folder, Spiral and Tape Binder, Tabbings Machine, Drill punch

**Centerpoint CD Graphics** - Portland, OR May 2000 - January 2001  
Paul Nielsen, Supervisor

### **Prepress Operator**

Preflight client files for output, using Agfa Apogee workflow w/ Preps

**Computer Discovery** - Lake Oswego, OR 1999-2000  
**Instructor**

Taught college workshops (offered by Portland Community College for Computer Discovery) to a diverse and wide range of students with varying abilities in Adobe Pagemaker, Illustrator and Photoshop.

**Portland Community College** - Portland, OR 1996-1999  
Lab Tech for The Graphic Design Program (Deb Swing, Supervisor) and The Photography Department (Jon Gotchell, Supervisor).

Photography, Hiking and Treasure Hunting on Craigslist :)

> **hobbies**

## relevant skills

emailfordonna@aol.com  
(503) 723-3030  
427 Laurelwood Court  
Oregon City, Oregon 97045

Layout, Typesetting  
Copy Fitting, Scanning  
Color Separation, Correction &  
Restoration of Raster Graphics Files  
Missing Art & Graphics Recreation  
Digital Art Time Management,  
Control & Estimation  
Client Customer Service  
Client, Vendor Project Collaboration

*comfortable and confident saying  
I can fix any digital file  
bar low resolution or a missing font.*

### **Proficiency at professional level in...**

Adobe Creative Suite  
Indesign, Illustrator, Photoshop,  
Acrobat with Pitstop  
QuarkXpress, Freehand, Pagemaker  
MS Office  
Word, Publisher, Excel, Powerpoint  
Xerox Freeflow, Preps

### **Also...**

Organized, detail orientated  
good listener, flexible and  
eager to learn and improve skills  
an adept problem solver with  
excellent time management skills  
always able to figure things out  
and make them work on time.

## education

Associate's Degree - Graphic Design  
Portland Community College  
Portland, Oregon