

# CARL KNOX

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## education

**Montclair State University**  
**Montclair, NJ**  
*Bachelor 1988*  
Graphics Communications

## technical proficiency

**Systems:** Window 7/Vista/XP  
Mac 10.8.2 (Mountain Lion)

*Preforms check-ups, on-site computer  
setup, tune-ups, assessment and  
diagnostics*

**Hardware:** Digital color laser copiers  
with Fiery & Splash digital print servers

HP large format inkjet plotters with  
Onyx production RIP software

Scanners - large format, sheet-fed,  
flat-bed and film

*Installation, testing, cleaning,  
troubleshooting, repair and maintenance.*

**Software:** Adobe Creative Suites (CS6),  
Microsoft Office Suite, WordPress,  
HTML, and Quite Imposing Plus.

## references

Available upon request

## professional expertise

### United Reprographics

*Lead Production Coordinator*  
2008-2012

Consistently met tight deadlines and coordinated work in order to finish projects in a timely fashion for small document department.

Held leadership roles through the over-change of the department and supervised the remodeling of production workflow.

Responsible for ensuring quality during and after production process, while being the internal and external contact for clientele.

*Web Designer, E-commerce Web Department*  
2009-2012

Created customized B2B web portal, which involves building pricing calculators, creating product thumbnail web graphics and site banner using clients branding, producing functioning product templates and completed all set up for online accounts.

Effectively, created, designed and typeset company documents for nationally known, as well as top clients for the company.

Worked closely with clients to ensure documents were ready for production via print specifications, as well as a basic user interface web and print support.

### ARC/Olympic Reprographics

*1993-2007*  
*Lead Color Technician*

Programed color copies as well as large-format printers for proper size, color density, screen ruling and exposure.

Supervised all production of large and small document prints for incoming and outbound graphics.

Perform all aspects of the life cycle of a project to ensure all deadlines were met with the upmost quality and precision.

Maintain equipment though preventative maintenance program and provided training on specific issues.

Enhanced department standards of operating procedures.