



Welcome

Penguin  
Random  
House

Portfolio  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

# What would you like to see?

## PRODUCTION

*Experience*



## PRODUCTION

*Process* VIDEO



QUESTIONS  
*and*  
ANSWERS

*Portfolio*  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers



# QUESTIONS and ANSWERS

**Why are you applying for the Managing Editor - Manga position?**

What project management experience do you have?

What can you contribute most to this role?



Photo courtesy of Christina

I am applying for the Managing Editor - position because I love books and book production.

Though relatively new to manga (2016), I am a big fan. I own several series including Kodansha's *Sailor Moon Eternal Edition* — in English and Japanese.

In this position, I believe my Japanese-American community connections, manga sites experience and past production contacts may be excellent potential resources.

**Portfolio**  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers



# QUESTIONS and ANSWERS

Why are you applying for the Managing Editor - Manga position?

**What project management experience do you have?**

What can you contribute most to this role?



Photo courtesy of Christina

My project management experience:

- ❖ developed workflows to produce textbooks across several grades in English and Spanish
- ❖ managed page production teams of 3 to 14 people
- ❖ managed editorial team for Graph Expo daily production
- ❖ improved production times
- ❖ improvised workflows due to unexpected workload increase
- ❖ trained senior coworkers
- ❖ worked with domestic and international clients

*Portfolio*  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers



# QUESTIONS and ANSWERS

Why are you applying for the Managing Editor - Manga position?

What project management experience do you have?

**What can you contribute most to this role?**



Photo courtesy of Christina

Two contributions I can definitely make are clear communications and smooth workflows.

In person, on the phone, by email or on project boards, I balance clear directions with strong support.

Paying attention is key to my smooth workflows. I maintain quality and customer service as my direction; work steadily to gather all needed pieces, respond promptly to concerns, adjust dynamically to the unexpected and efficiently clear any problems.

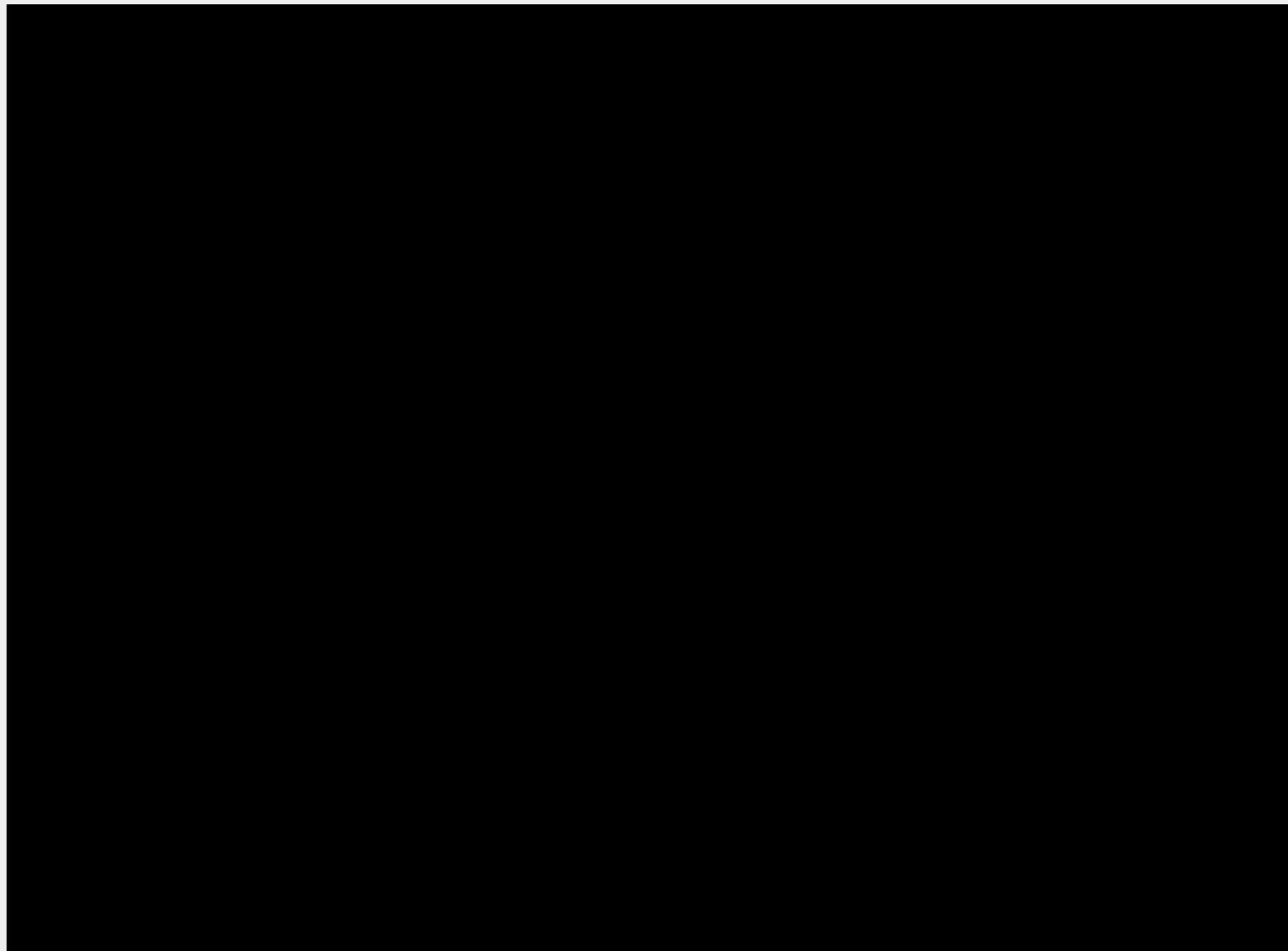
*Portfolio*  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers



Trust video when prompted. Video is 1 min 20 secs.

Video



*Portfolio*  
Kei Kajiwara

(773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers Video Photo Credits



# PRODUCTION Process

Courtesy of  
Јована Младеновић



Courtesy of  
Raimo Lantelankallio



Courtesy of  
Jonathan Kemper

Courtesy of  
John Towner



Courtesy of  
Max

Portfolio  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers

## Video Photo Credits



# PRODUCTION Experience

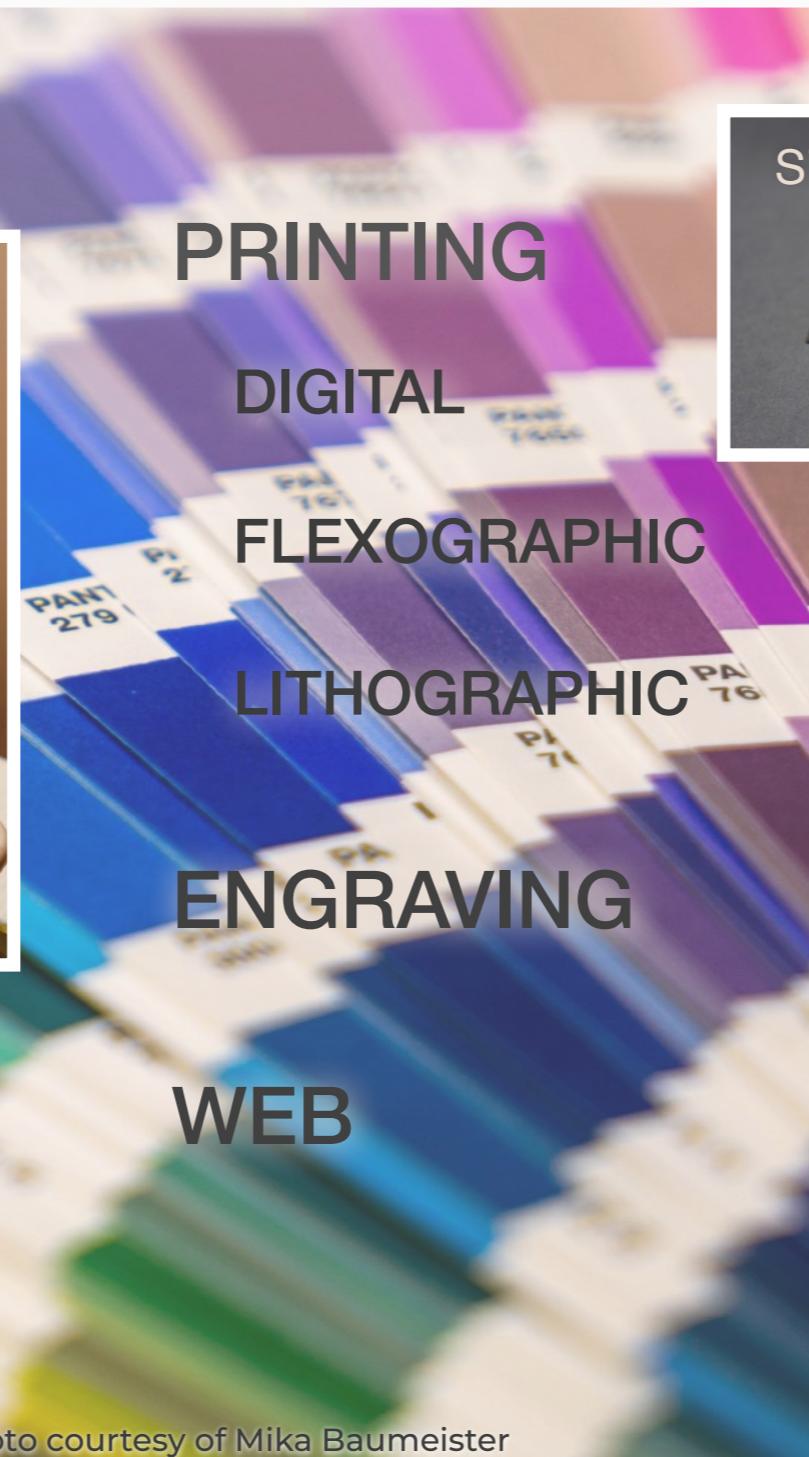
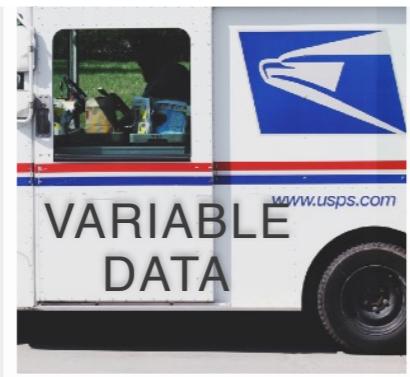
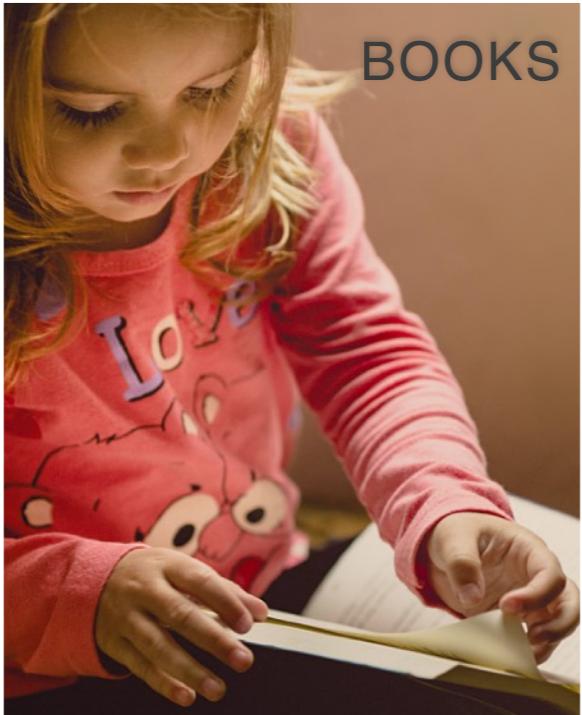
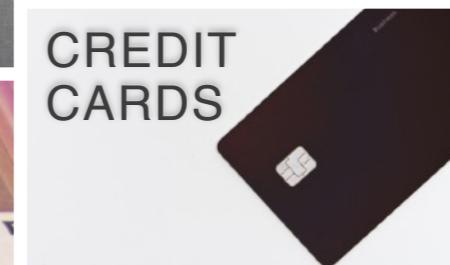
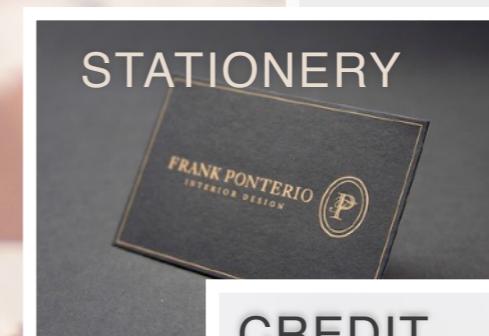


Photo courtesy of Mika Baumeister



Portfolio  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers





Photo courtesy of Jonathan Borba

# PRINT / WEB *Books*

Creating books is my favorite form of production. Moving from raw text and graphics to pages, then to print and/or digital form — I love it all.

My experience includes:

- ◆ K-6 Textbooks - English and Spanish
- ◆ Hotel listing books for business travel
- ◆ Poetry and Biographical books
- ◆ Procedural documentation books

Skills:

- ◆ Create workflows
- ◆ Manage in-house, freelance, out-source teams of 3 to 14 people
- ◆ Manage vendors
- ◆ Gather assets
- ◆ Adobe CC and MS Office 365 experience
- ◆ xml tags with BITS schema and xslt

*Portfolio*  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers



# ENGRAVING

## Stationery

Engraving or “raised printing” produces beautifully detailed work, which takes time. Each piece is hand fed through the press and put on trays to dry.

My experience includes:

- ◆ Template creation for imprinting
- ◆ Logo creation and clean up
- ◆ Imposition to best fit plate size
- ◆ Hardware and software installations

Skills:

- ◆ InDesign and Quark use for templating
- ◆ Illustrator extensive use for art preparation
- ◆ RIP software for film production



Photo courtesy of Artistry Engraving

*Portfolio*  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers





Photo courtesy of Lidia Vi

# PRINT / WEB Magazines

Like a good design, B2B magazine production has both repetition and variety. Every layout is fresh, a unique puzzle to assemble.

My experience includes:

- ◆ Monthly and Quarterly titles
- ◆ On-site daily production for Graph Expo
- ◆ Perfect bound and Saddle stitched
- ◆ Bellybands, Special covers and inserts
- ◆ Email blasts and Web ad campaigns

Skills:

- ◆ Manage editors, production, advertisers
- ◆ Help domestic and international clients
- ◆ Journal Designer and Producer
- ◆ Web portal and CMS for assets
- ◆ Dreamweaver for web ads

*Portfolio*  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers



# PRINT Digital

Digital printing opened up new venues.  
My favorite is variable data. Using Python  
is always fun, manipulating hundreds of  
csv files with over 40,000 records.

My experience includes:

- ◆ Direct mail campaigns
- ◆ Email creation
- ◆ Extract - Transform - Load workflows
- ◆ IMb barcodes, QR Codes

Skills:

- ◆ Workflow creation and improvements
- ◆ InDesign advanced merge
- ◆ Excel advanced usage
- ◆ Python and pandas for ETL process
- ◆ Mail prepping software
- ◆ Variable data software for digital press file



Photo courtesy of Joel Moysuh

*Portfolio*  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers





Photo courtesy of Unsplash

## PRINT / WEB Credit Cards

Credit card production is the most intricate offset work I've done. To produce one card, the substrate can go through the press as many as 8 times.

My experience includes:

- ◆ Develop procedure for complex workflow
- ◆ Train senior coworker
- ◆ Create samples on various substrates
- ◆ 4- and 7-color (stochastic) work

Skills:

- ◆ InDesign layout and scripts
- ◆ Illustrator and Pacz extensive use for:
  - \* White underprints
  - \* Varnish - matte and gloss
  - \* UV coating for phoz
- ◆ Photoshop color matching and correcting, press fixes
- ◆ Film positive for silk screening
- ◆ Fuji workflow for imposition and output

*Portfolio*  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers



# PRINT

## Lithographic

Lithographic or offset printing has provided me with a wide range of projects from textbooks to credit cards.

Other projects include:

- ◆ Brochures
- ◆ Annual Reports
- ◆ Stationery (letterheads, business cards, etc.)
- ◆ Membership booklets
- ◆ Newspapers
- ◆ Grocery signs

Skills:

- ◆ InDesign and Quark expertise
- ◆ Photoshop and Illustrator proficiency
- ◆ Imposition and Platemaking experience
- ◆ Kodak Prinergy experience



Photo courtesy of Bank Phrom

*Portfolio*  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers



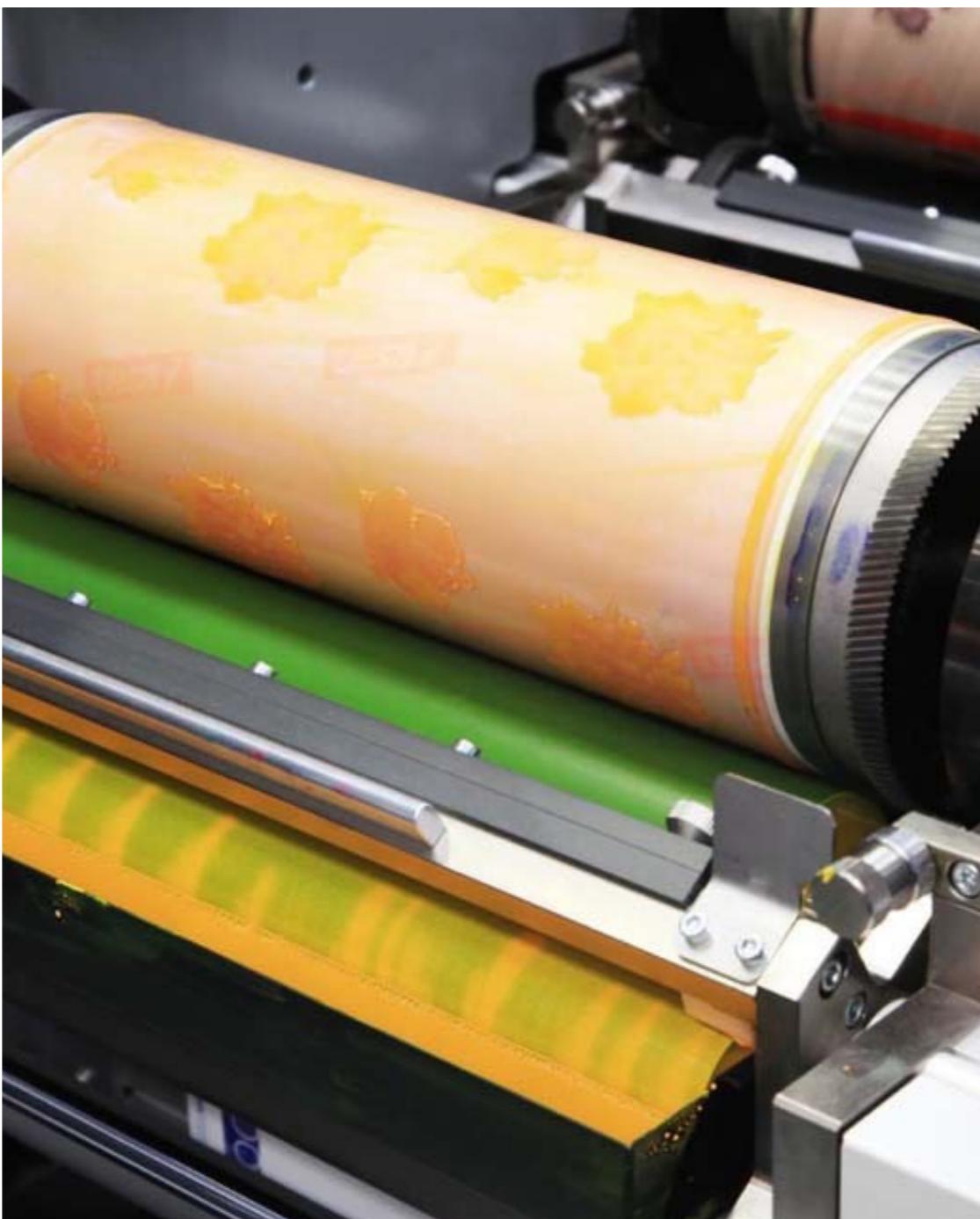


Photo courtesy of O.Berk

# PRINT

## Flexographic

Flexographic printing is really cool — high speed, ink wells, plastic plates; distorting the art, calculating the imposition based on die size and creating the best break points for color separations.

My experience includes:

- ◆ Labels
- ◆ Decals
- ◆ Boxes
- ◆ Packages
- ◆ Dies

Skills:

- ◆ Extensive Illustrator use with Esko plugins
- ◆ Extensive PDF creation for proofs showing label winds, overlays, colors

*Portfolio*  
Kei Kajiwara (773) 818-3862 | [kkajiwara315@gmail.com](mailto:kkajiwara315@gmail.com)

Production Process Production Experience Questions and Answers

