

Friday, May 19, 2023

To: **SONATA**  **LEARNING**

Re: Production Specialist term-of-project position

Dear Sonata Learning team,

I am interested in the **Production Specialist** position advertised on Indeed and your website.

With over 6 years experience in prepress/print and web production, I am skilled at working on multiple projects, maintaining schedules and meeting deadlines.

Working full-time freelance, I am fluent using a Mac remotely with content management systems, Google, Microsoft and project management apps.

Working on a wide variety of projects, I have extensive experience using Adobe CC and MS Office, as well as company-specific proprietary software.

Following is my abbreviated resume.

Please let me know if you need any other information.

Sincerely,



Kei Kajiwara

## Experience

### 2015 to present: Freelance

*clients include:* ABC Global Services, Anthology, Artistry Engraving, Cerqua Rivera Dance Theatre, Creative Sun Ltd, Custom Engraving, Gantec Publishing, MTG, Perfect Plastic Printing, Riverside Graphics

#### Production

##### *Lithographic print production*

- \* Manage projects concept to completion
- \* Work directly with customers on project scope and production needs
- \* Use ERPs for project management (processing, tracking, invoicing)
- \* Create databases for mailings, email newsletters and client management
- \* Refine procedures to increase productivity

##### *Magazine print and web production*

- \* Manage production for 3 monthly and 2 quarterly B2B magazines
  - close each issue, managing ad and editorial departments for production cycle
  - create perfect bound layout, including postcards, special sections and covers adjust final layout with editorial and sales
  - manage web campaigns and email blasts using Dreamweaver
  - 100% on-time file delivery to printer
  - collect assets from domestic and international advertisers and agencies
- \* Manage special projects (variable data, gatefolds, BRMs)
- \* Manage production of GraphExpo magazine at annual convention
  - 3 days, on-site management
  - check editorial and layout staff needs
  - follow up and resolve any delays
  - upload to printer on-time for next day delivery
- \* Calculate quarterly budgets and variances for each issue and special projects

##### *Textbook production*

- \* Develop schedule and workflow for projects of various size and type
- \* Work as member and lead on teams (3 to 14 operators)
- \* Communicate via in-person meetings, email, phone and video conferencing
- \* Make hardware purchases for in-house proofing
- \* Work with in-house staff, off-shore staff and domestic freelancers teams
- \* Review project details
- \* Create detailed folder structure for each project
- \* Upload folder structure via FTP to off-shore company sites
- \* Request additional personnel or schedule adjustments as needed
- \* Manage simultaneous projects for book series in English and Spanish
  - Develop workflow to produce 3000 pages from templates through 2 proofs and final PDFs in 6 weeks

##### *Direct mail campaign*

- \* Manage monthly production of print/web direct mail campaign
  - use Python procedural and OOP code to download and process files
  - clean and prep 250+ mailing lists with 40,000+ records
  - create printer files with 8,000-10,000 records each
  - create QR code/lead generation email/print campaign on MindFire platform
  - evaluate postal software, including BCC and FlexStream

## Experience

*continued*

### Prepress

- \* Create files from original concepts or using customer samples/files
- \* Preflight and process customer files for output to paper, PDF, film, plate
- \* Prep client files for print purposes (pagination, separation, trapping, imposition)
- \* Recreate customer files from samples or customer layouts
- \* Create detailed Illustrator files for boxes, dies, large signs and posters
- \* Color match and image adjustments with Photoshop
- \* Setup traps and separations, primarily in Pacz and InDesign for silk screen, varnishes, bumps, white underprints and PDF interactive proofs
- \* Create interactive PDF proofs to show UV, varnishes and substrates
- \* Impose files using Preps with templates
- \* Create color profiles for proofers using press draw downs and LAB values
- \* Import plain or XML-tagged text into InDesign
- \* Create textbooks from templates through final PDFs

### 2021 International Label

*Lithographic, Flexographic, Digital printing*

#### Production

- \* Assume full responsibility for weekly production 2 weeks from start date
- \* Work directly with top customer
- \* Improve workflow to provide files and plates consistently on-time
- \* Improve file setup with proper templating
- \* Improve workflow in three additional areas for top client

#### Prepress

- \* Extensive use of Excel, to produce hundreds of grocery signs each week
- \* Advanced use of InDesign data merge to output plates and digital files
- \* Output final signs via Fiery interface to Canon and Versant digital printers

### 2019-2020 Shamrock Labels

*Flexographic printing for precut labels, continuous tape, decals*

#### Production

- \* Extensive work with Sage ERP for new production setup
- \* Check and clean up data in Sage
- \* Daily processing of tape and label orders
- \* Work directly with customer as needed
- \* Manage production uploads to WordPress website
- \* Troubleshoot file, software and connection problems

#### Prepress

- \* Create files from scratch, mockups or customer samples
- \* Create vector file artwork for final files in Illustrator
- \* Manage ink information using Esko plugin for Illustrator
- \* Create proofs showing mock of final product, including winds, sheets, hinged overlays • Create label box files and models for sister company
- \* Create step files based on die library, repeats and press pitch
- \* Create PDF files for engraving dies (crash cart printing, continuous numbering)
- \* Create PNGs for Sage and WordPress website
- \* Adjust plate files as needed for pressroom

## Education

### Michigan University, Rice University online

Python, Web development courses

### DePaul University

English - major

Mathematics/Physics - minor