

Tuesday, May 30, 2023

To: Penguin  
Random  
House

Re: Managing Editor - Manga position - Remote

Dear Penguin Random House Publisher Services team,

I love books. Of all the production management work I have done, book production remains my favorite, which is why I am applying for the **Managing Editor - Manga** remote position

Though relatively new to manga (2016), I own several series, including Kodansha's Eternal Edition of *Sailor Moon* and *Codename Sailor V* — in English and Japanese. Kodansha's *Sweetness and Lightning* is also in my collection.

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

With over 10 years in print and web production management, I am skilled at working on multiple projects, maintaining schedules and meeting deadlines. I have developed workflows, managed editorial and page production teams of 3 to 14 people, improved production times, unclogged pipelines, improvised workflows due to unexpected workload increase, trained senior coworkers and acted as liaison to domestic and international clients.

Fluent on Mac and PC platforms, I have extensive experience with a variety of software, including MS Office 365 and Adobe CC. Flexible and adaptable, I learn quickly and readily implement new technology, software and procedures.

Following is my abbreviated resume and portfolio. The portfolio has an embedded video. Please let me know if you need any other information.

Sincerely,



Kei Kajiwara

## Experience

### 2011 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 management

#### *Textbook production*

- \* Develop schedule and workflow for projects of various size and type
- \* Manage editorial team for daily Graph Expo production
- \* Manage page production 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

#### *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

#### *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

#### *Direct mail production*

- \* 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, PostageSaver 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
- \* Repurpose XML-tagged text for web use
- \* 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
- \* Improvise workflow due to unexpected workload increase

#### 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
- \* 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

## Education

### Michigan University, Rice University online

Python, Web development courses

### DePaul University

English - major

Mathematics/Physics - minor