

Rachel Unclebach

Prepress/Premedia Operations Specialist

Experienced Outsource Supervisor & Prepress/Premedia Specialist with a demonstrated 15-year history of working in the publishing industry. Strong customer-focused emphasis on optimization. Skilled in Dalim, Digital Asset Management, Databases, Graphic Design, Adobe Creative Suite, Front- End Web Development, UX/UI, Instructional Design, and Customer Service.



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📧 Rachel Unclebach

📷 instagram.com/runclebach

EDUCATION

Bachelor of Fine Arts

Stephen F. Austin State University

08/1999 - 05/2003

Nacogdoches, TX (GPA 3.8)

DOUBLE MAJOR

- Graphic Design
- Photography

WORK EXPERIENCE

Founder/Designer

DarkWater Design Studio

06/2020 - Present

Leander, TX

Freelance designs and development to make the client vision a reality.

Achievements/Tasks

- Creating digital content for sale on Etsy and custom gifts sold locally
- Freelance Logo design
- Currently building websites for 2 small business owners

Production Supervisor / Premedia Operations Specialist

LSC Communications

02/2015 - 06/2020

Austin TX

Innovative solutions and service reliability make LSC Communications a global leader in print and digital media solutions.

Achievements/Tasks

- Supervising internal & outsource team in the Philippines
- Preflight, proofreading, and troubleshooting customer supplied files for periodical ePub conversion
- Dalim Administration and creating/testing workflows and code for automated production processes to improve efficiency
- Running user-acceptance tests of new features - smoke testing
- Instructional design and maintenance of the production user guide as well as training both internal and outsource associates
- Providing 24 hour technical support to customers

Contact: Larry Babb (Operations Manager) 512.708.0345 - Robert Miller (Vice President - Operations) 512.970.4501

TECHNICAL SKILLS

Typing: 70 wpm

Adobe Creative Cloud Suite

Acrobat

InDesign

Photoshop

Illustrator

Dreamweaver

XD

Premiere

After Effects

QuarkXpress

Dalim ES/Twist

Workflows

Preflight

Pitstop

Color Management

Imposition

RIPs

GitHub

Bugzilla

HighGear

Jira

Front-End Web Development (HTML/CSS/JS)

Microsoft Suite

ePub

XML

FTP

Cloud Services

Skype

Slack

Mac/PC/Linux

SOFT SKILLS

Great Attention to Detail

Proofreading

Design

Quick Learner

Leadership

Efficient

Reliable

Passionate

Hunger for Knowledge

Excellent Time Management

Trouble-shooting

Very Organized

Perfect Customer Service Record

CONFERENCES

Dalim User Group Conference (DUO) (04/2016 - 04/2018)

Run by Blanchard Systems

- Ideal for brands that need help with organizing and controlling their media content through an integrated media asset management system - Managing and sharing thousands of images, videos, documents in the easy-to-use interface.

Adobe Max Creativity Conference (10/2020)

Run by Adobe

- "Virtual event to build skills in design, video, photography, illustration, UI, and UX. Improve your career and creative process."

WORK EXPERIENCE

Premedia Operations Specialist / Production Engineer LibreDigital an RR Donnelley Company

10/2007 - 02/2015

Austin, TX

RRD optimizes the connection between clients and their customers from marketing programs to critical business communications.

Achievements/Tasks

- Supervising the outsource team in India
- Preflight, proofreading, and troubleshooting customer supplied files for periodical ePub conversion
- Creating original designs and layouts for customers
- Running user-acceptance tests of new features - smoke testing
- Recording metrics
- Providing 24 hour technical support to customers

Contact: Larry Babb (Operations Manager) 512.708.0345 -
Robert Miller (Vice President - Operations) 512.970.4501

Prepress Composition Coordinator Moore Wallace an RR Donnelley Company

02/2006 - 01/2007

Nacogdoches, TX

This location is a print production site designed to keep you within reach of what matters most — your customers.

Achievements/Tasks

- Supervising outsource team in India
- Setup, preflight, and troubleshooting of customer supplied files for print
- Proofreading
- Co-product development of an automated delivery and asset management system
- Performing internal audits to ensure strict adherence to Standard Operating Procedures
- Providing customer support

Contact: Bobby Brashears (Operations Manager) - 936.556.3569

Prepress Graphic Designer Moore Wallace

02/2004 - 02/2006

Nacogdoches, TX

Achievements/Tasks

- Composition of original work using Moore Wallace proprietary graphics software as well as Quark and InDesign on the Mac and PC
- Setup, preflight, and troubleshooting of customer supplied files for print
- Proofreading
- Performing internal audits to ensure strict adherence to Standard Operating Procedures
- Providing customer support

Contact: Bobby Brashears (Operations Manager) - 936.556.3569

CERTIFICATES

The Complete 2020 Web Development Bootcamp (Udemy) (10/2020)

This Full Stack Web Development course is without a doubt the most comprehensive web development course available online.

INTERESTS

Photography

Drawing/Painting

Crafting

Knitting/Crochet

Reading

Writing

Poetry

Coding

Cooking

Event Planning

VOLUNTEER EXPERIENCE

President / Event Coordinator Block House Creek HOA Planning Committee

01/2017 - Present

Leander, TX

Group of Volunteers that organize large subdivision-wide events and activities for the benefit of the community.

Tasks/Achievements

- Fun Run 2017-2020
- Holiday Events: Winter Wonderland, Halloween and Independence day Parades 2017-2020
- Back to School Bash 2017-2020
- Classes: Arts & Crafts, CPR, Yoga, Martial Arts, Zumba

Volunteer Ronald McDonald House Charities

12/2013 - Present

Austin, TX

Nonprofit family & children's charity dedicated to supporting families with sick children in their time of need.

Tasks/Achievements

- Preparing meals for the families of terminally ill children at the neighboring Dell Children's Hospital

Volunteer Capital Area Food Bank

11/2010 - Present

Austin, TX

"To nourish hungry people and lead the community in the fight against hunger."

Tasks/Achievements

- Organizing and distributing canned goods to feed the greater Austin Area