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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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 · XD · 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 locationis 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