

Lisa Batten

Production Planner and Graphic Arts Professional

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WORK EXPERIENCE

Production Planner

Accenture - Ewing, NJ - November 2009 to Present

- Recognized and awarded as a Business Operator in 2013

Responsible for:

- Production timeline management ensuring that there is sufficient time for work to be completed by multiple departments, delivered to the client on time and within budget.
- Working directly with internal and external clients to effectively project manage
- Managing and prioritizing workflow between teams
- Maintaining a compliant and process driven workflow so that sensitive material, such as standardized test documents including Praxis and S.A.T. content, is secured at all times.
- Working in a team environment, as well as independently, with a focus on quality assurance and process improvement
- Retrieval of previous native files from archives so that edits/revisions can be completed.
- Managing routing of all jobs between Production Department and Program Department to allow files to be reviewed, edited, and adjusted within the workflow timeline
- Quality checks on every assignment to assure it meets press specifications and that all edits are clear, concise and reasonable.
- Posting and retrieving files from SharePoint sites.
- Creating barcodes using Barcode Pro.

Production Assistant

DiscMakers - Pennsauken, NJ - May 2006 to November 2009

- Team Leader assigned to redesign and implement the preflight procedure.
- Senior staff member, responsible for training new employees and cover in Manager's absence.
- Preflight of all projects prior to going to production including but not limited to supplying fonts, check for: missing images, image resolution, templates, etc.
- Organize and assign tasks to team members to ensure all work is finished at the appropriate time.
- Proofreading, confirming paperwork, check ink density, font substitution check Author's Alteration quality confirmation.
- Proofing and approving work for correct amounts of bleed, safety, and trim.
- Package files for print.
- Offset and line screen on-disc printing.
- Fast-paced environment requiring the ability to prioritize and multitask.

Freelance and Volunteer Work:

- Photography work for events such as charity walks and weddings
- Volunteer time at local animal shelters

EDUCATION

Moore College of Art

December 2008

Bachelor of Arts in Digital Art and Multimedia Design

LaSalle University - Philadelphia, PA

May 2006

SKILLS

Technical Expertise: Mac and PC proficient, Microsoft Office, Outlook, SharePoint, Suitcase, Adobe CS6 (Acrobat Professional, Photoshop, Illustrator, InDesign, Dreamweaver)