

QUALIFIED BY

- Nine years experience in graphic design and publishing in print and web, including template design for production systems, and proposal work in document production/management
- Competent organizer, with skills in job coordination, client management, and team leadership
- Creative, self-motivated, result-oriented problem solver. A team player, knows the meaning of a deadline.

COMPUTER PROFICIENCIES

QuarkXPress, InDesign, Microsoft Word, Adobe Acrobat
Photoshop, Illustrator, FreeHand
Dreamweaver, HTML
Microsoft Excel, PowerPoint, Outlook
Macintosh, PC systems

Print production workflow development
and automation:
Autopage, Xtags, Quark XPress Tags, InDesign
K4 publishing system, XML

ACCOMPLISHMENTS

Experience

- Freelance and Agency Graphic Design: proposal experience (leader of desktop publishing teams for major defense contractors on large government proposals); catalogs; books; newsletters; template design and production set-up for print automation systems for scientific books and journals; website design, production and maintenance.
- Manager for Composition Department of Publishing Company. Designed, implemented and managed automated workflow for print production of scientific journals and books, including text and image preparation and page layout. Coordinated freelance, consultants and in-house staff. Trained staff, developed training materials and documentation.
- Production Manager, Acting Managing Editor for publishing company. Managed copyediting, proof-reading, client and author contacts, and production of electronic files including ads and covers.
- Graphic Design Studio: design and production, job coordination/production scheduling. Managed jobs from initial design to final delivery. Interacted with clients, printers, pre-press houses, photographers, and other vendors. Jobs included four-color and spot color print catalogs, brochures, annual reports, newsletters, direct mail and ads.
- Other: Self-employed—designing, making and marketing handcrafted furniture. Customer service and warranty claims administration for large manufacturing firms. Forestry management: forester for government agencies.

Design and Production Skills

- Graphic Design and typography, page layout and production for publications, books, catalogs, brochures.
- Web Design and HTML markup
- Excellent skills in production management, trouble-shooting, and preparing files for pre-press
- QuarkXPress advanced skills in creating documents, templates, style sheets
- Photoshop: scanning, image correction, image manipulation, automated batch processing

EMPLOYERS

Self-employed freelance designer, Mesa, AZ
ScholarOne, Inc., Charlottesville, VA
Carden Jennings Publishing Co., Ltd., Charlottesville, VA
Folio Design, Ltd., Staunton, VA
McQuay International, Verona, VA
Corning Consumer Products Company, Waynesboro, VA
Self-employed furniture maker, Staunton, VA
U.S. Forest Service, WV, MN, IA

Agencies & Consulting Firms:

Aquent, LLC, Tempe, AZ
Paul Dicken Associates, Inc., Mesa, AZ
IEA Corporation, Longmont, CO
Shiple Associates, Farmington, UT

EDUCATION

B.S., University of Missouri-Columbia
Diploma in Production Crafts (Furniture),
Haywood Community College, Clyde, NC
Web Development Certificate,
Piedmont Community College, Charlottesville, VA

PORTFOLIO

Printed samples furnished upon request
<http://www.janetshafer.com>