

# Jerry Griffin

Graphics • Design • Prepress • Variable Data • Multimedia

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**Objective**      Advanced position creating solutions for publishing, media development, design and production

- Qualifications**
- Graphic artist with extensive experience in electronic and traditional design and print production using QuarkXpress®, **Adobe® Creative Suite:** InDesign, Photoshop and Illustrator, Microsoft® Office, Macromedia Fireworks and Dreamweaver, and FileMaker Pro
  - Certified **HP Indigo 5000** digital press operator
  - Extensive knowledge and practice of production printing, computer graphic and media formats, Windows, **Macintosh** and other computer operating systems, color, design, music, audio and presentation.
  - **HIPAA Certified** Business Associate II

## Positions

Stonehouse Marketing  
Services

*as an agent of*

Resource MFG  
3/2009 – 5/2008

Accomplishments  
with Stonehouse

Semco Color Press  
7/2007 – 12/2008

Accomplishments  
with Semco

### Digital Prepress Technician

Performed prepress functions, preparing client graphics for printing on HP Indigo 5500: Color correction, imposition, variable data management.

Designed multi-purpose templates to match Spartanics steel rule dies.

Operated and maintained 3 HP Indigo 5500 printing presses.

Trained Indigo operators in substrate management.

- Created digital library representing Stonehouse Marketing Service's inventory of steel plate dies dating back to 2000.

### Digital Printing Manager

Supervised 2-person shop, prioritizing, scheduling and producing print jobs using an HP Indigo 5000 digital press, Duplo 645 and TEC UV coater.

Solicited and received print jobs from sales personnel, partner shops, and walk-in and internet clients.

Performed all prepress functions to prepare client graphics for printing on HP Indigo 5000: Color correction, imposition, variable data management.

Prepared variable data projects for entry into USPS mailstream or for client barcoding systems.

- Grew startup digital printing division from initial monthly gross of \$6,000 to an average \$15,000/mo.
- Developed digital printing workflow system, including job ticketing, invoicing, inventory management and delivery databases

Kerr-McGee Corporation

## **Graphic Artist & Reproduction Supervisor**

As an agent of  
Trammell Crow Company  
1997 – 2006

For clients Kerr-McGee and Tronox, provided on-demand layout, design and digital production of internal and external printed and online communications, websites, mailpieces, newsletters logos and forms, in a variety of formats and media.

Maintained electronic forms and e-order delivery systems on corporate client's intranet.

Advised clients of best practices in electronic and traditional publication methods.

Operated and supervised in-house copy center and graphics departments.

Prioritized, scheduled, produced, and outsourced print jobs.

Executed mailmerges of graphic design pieces from customer databases.

Administered Macintosh LAN, integrated within corporate Windows network.

Accomplishments  
with  
Kerr-McGee/  
Trammell Crow

- Enabled corporate identity transitions for Kerr-McGee and Tronox Corporations, providing logos, corporate identity materials and style guides to executives, employees and service providers
- Established graphic and technical standards for Kerr-McGee electronic forms, designing and deploying over 200 electronic forms.
- Transitioned client from analog copiers to networked digital printer/copiers, reducing desktop printing cost by 80%.
- Deployed, operated and trained users on CASS / PAVE / NCOA mail presorting system.

Pitney Bowes  
Management  
Services  
1995 – 1996

## **Graphic Artist**

- Provide on-demand layout, design and production of internal and external printed communications for Fortune 500 corporation.
- Prepared same for offset printing (color pre-press).
- Operated and maintained Mac network, pre-press imagesetter and processor.
- Trained users in graphics and Macintosh proficiency.

## **Education**

Oklahoma City University, major in music performance  
Sulphur High School • High School Diploma