

Steven Skaggs

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SUMMARY

Highly qualified, computer savvy professional with Thirty years experience in the graphic design and printing industry.

QUALIFICATIONS

Diversified experience in numerous software applications, computer hardware, and graphic design, pre-flight/prepress, customer service, including banking, credit collections and sales. Strong organizational skills, ability to work well in a team environment. Strong interpersonal and communication skills.

COMPUTER SOFTWARE (PC and Mac platforms)

- Quarkxpress • Indesign • Illustrator • Photoshop • Acrobat • Pagemaker
- Enfocus Pitstop (Acrobat PDF editing software)
- Nexus Prepress Software • Neo (Acrobat PDF Editing Software)
- BBEdit (HTML and text editor for the Macintosh)
- Microsoft Word, Excel and Publisher • Microsoft Outlook
- Flight Check • CorelDraw

WORK EXPERIENCE

2006-2015

*Multi Packaging Solutions
Louisville, KY*

Electronic Prepress Operator

Responsible for all incoming documents (CD, DVD, FTP, E-mail); including checking for conformance to specifications, identifying and eliminating errors, locating missing supporting elements such as logos, illustrations, pictures, etc., entering all file information into the JMS File Tracking System and insuring that no jobs continues in the production process until completed. Also responsible for daily operations of the electronic and traditional prepress processes which includes; converting spot colors and RGB images as needed, masking, pixel (picture element) editing, image retouching; entering data, such as coordinates of images and color specifications, into system to retouch and make color corrections, creating and applying templates, troubleshooting density issues. Position required exceptional problem solving, critical thinking, conflict management and demonstration of high level accountability and ability to work independently.

2002-2006

*Merrick Printing Co.
Louisville, KY*

Graphic Design / Preflight Coordinator

Responsible for all incoming documents including checking for conformance to specifications, identifying and eliminating errors, locating missing supporting elements such as logos, illustrations, pictures, etc., and insuring that no jobs continues in the production process until completed. Prepared files for output to plate. Output files to image setter; set line screens, resolution, and other press-specific settings. Completed back-ups on a regular basis and organized files for safekeeping and easy retrieval.

2002

*Steve's Graphic Design
Louisville, KY*

Owner/Operator

Designed new magazine from conception to finished product for a multi-state publication. Designed and paginated classified pages for a weekly newspaper. Responsibilities included troubleshooting files and designing a wide variety of press to plate products for a local printing company. Worked in conjunction with a marketing group media campaign creating print ads and catalogs for a large wholesale business. Upgraded and repaired Macintosh computer systems for a variety of clients.

2001

Graphic Design and Information Technology

Snitch, LLC

Louisville, KY

Organized graphic design department for new, Louisville-based newspaper, including recommending and purchasing hardware and software. Installed switch and Ethernet cabling, configured Macintosh server and graphic stations and set-up Local Area Network to enable PC's and Mac's to communicate in a cross-platform environment. Performed software and hardware maintenance on all PC's and Mac computers. (This was a start-up newspaper that folded shortly after the 9/11 incident.)

1997-2001

Graphic Design /Production Supervisor

The Southeast Outlook

Louisville, KY

Supervised graphic design department. Responsibilities included layout and design of weekly newspaper, isolating and diagnosing a variety of network problems, upgrading network hardware and software components as required and providing users with network technical support. Diagnosing and troubleshooting end user Apple Macintosh hardware and software problems. Installing, servicing and upgrading Mac software and related hardware. Maintained trouble logs, tracked trends and reported findings. Position required working knowledge of all company-operated hardware, i.e., Apple computers, printers, scanners and server.

1988-1997

Production Artist

The Courier-Journal

Louisville, KY

Develop creative designs including layout, color selection and/or illustrations for marketing collateral and other design projects. Refine conceptual designs and ideas into computer images using specific, specialized software packages and products. Produce high-profile corporate communications, print advertisements, coupons, and trade show graphics. Participate in the development of all printed and electronic materials such as brochures, magazines, newsletters, catalogs, news and promotional materials and event-related materials. Selected to test the Mac computer for integration into the Ad Services Department. Committee to select hardware/software for the newly created Ad Services Department.

EDUCATION

November 2009 – Skillsoft Online

Adobe Acrobat 8 / Indesign CS4 / Photoshop CS3 / Illustrator CS3

September 2009 – Sullivan University

HDI / ITIL / Keyboarding for Microsoft Word – Louisville, KY

January 2000 – BigTree Online

Apple Technical Troubleshooting Course

September 1999 - New Horizons

FileMaker Pro 4.1 for Macintosh - Louisville, KY

October 1998 - CompuMaster

Troubleshooting and Maintaining the Macintosh - Louisville, KY

July 1994 - MacMasters

Keyboard Shortcuts - Louisville, KY

November 1993 - Jefferson County Public School

QuarkXpress Certificate - Louisville, KY

June 1984 - Sullivan University

Computer Specialist - Louisville, KY

***** LETTERS OF RECOMMENDATION *****

To Whom It May Concern:

This is to give my highest recommendation to Steve Skaggs, not only as a multi-talented graphics designer, but as an adaptable, cheerful worker who is always willing to do whatever is required to accomplish the task.

Steve's knowledge of Quark Express and Adobe Photoshop is extensive, and his precision and attention to detail in these programs (among others) enabled SNITCH newsweekly to achieve a professional look and to expand far faster than it otherwise might have.

As an added bonus, Steve has considerable computer skills. He has set up and maintained the local-area network, established and FTP site to facilitate uploading of our pages and, in short, kept things humming.

Despite the many pressures and the time constraints, Steve was unfailingly pleasant and unperturbed, even when last-minute changes created additional problems and work.

He is dedicated and reliable employee who can be relied on to accomplish whatever needs to be done.

*Richard Des Ruisseaux
Editor, SNITCH*

To Whom It May Concern:

Steve Skaggs worked as a graphic designer for The Southeast Outlook for 4 years. As his supervisor, I had the opportunity to observe his abilities and work ethic through all those years.

Steve is a very skilled graphic designer, determined to produce an excellent product. He was an asset to our organization because of his technical as well as his design skills. He kept the computers in the office serviced and running smoothly. He was the one we turned to when a machine locked up or a program wouldn't run.

Steve is hardworking, task-oriented and determined. If there is a job to be done, Steve will see it through. No matter how much time it takes, he will complete it with excellence.

Never once in all the years we worked together did Steve ever bail out on a task, or fall through on an obligation. I could always count on Steve; I knew I could depend on him and his dedication to excellence.

In our line of work, there are two key attributes employees must have to succeed, flexibility and the ability to work well under pressure. Steve was a good example of both. He was always willing to change a design or layout to suit an editor or advertiser, even when he'd already completed the page. And among all the designers, Steve was perhaps the most laid back. As pressures mounted, deadlines approached, and problems cropped up, Steve never got flustered, exasperated or irritable. Even when everything was falling apart, to look at Steve, you'd never know there was a crisis. He always remained calm and in a good humor.

Steve is the kind of employee you wish they all could be, a team player, more interested in the success of the project and the excellence of the product than in getting credit for a job or being recognized for his contribution.

I wish I could clone an army of employees like Steve Skaggs. It would certainly make my job a whole lot easier.

*Ninie O'Hara
Executive Editor, The Southeast Outlook*