

James Barlow

James Barlow
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Professional Summary

A dynamic, highly technical, self-directed and motivated individual with skills ranging from design to people management to technical support. Specialties include print and web design with major design and development suites, networked data distribution, as well as hardware and software installation and maintenance.

Professional Experience

8 years Prepress Production

multiple workflows, including AGFA :ApogeeX and Artwork Systems Nexus; multiple imposition softwares; multiple color management systems, including Best Color and EFI Fiery

9 years Print Production

digital press operation, bindery, production documentation

6 years Quality Control

implemented processes to ensure production quality and ensured adherence to existing practices, provided documentation and guidance to team members for newly implemented processes, implemented print production automation and quality control automation

15 years Document Design

Adobe CS4 and prior, QuarkXPress 7 and prior, MS Office with data management

3 years Mailing and Shipping

variable data, sorting, packaging, OCR layouts for USPS, FedEx forms

5 years Supervision and Management

conflict resolution, performance appraisals, site security, customer satisfaction, inventory management, team coordination, verbal communication, written documentation

10 years Web Design and Programming

HTML/XHTML, CSS, JavaScript; PHP, SQL, Apache, shell scripting

10 years Technical Support and System Administration

multiple OS/suites, including Microsoft Windows Vista, Server 2003 and prior, MacOS X 10.5 and prior, multiple distributions of Linux and FreeBSD, Microsoft Office 2003 and prior, Adobe CS4 and prior, AGFA :ApogeeX, Artwork Systems Nexus

Professional History

Printing Solutions, Inc. Hillsboro, OR 3/09 - present Design Department Lead

Primary print designer, including advertising and mailing; also involved with numerous aspects of mailing, bindery, digital print production, and efficiency

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Professional History *(continued)*

- Community Printers** telecommute 6/06 - present Web Designer, Database Admin
Designed, implemented, and continue to maintain an online ordering system, reducing overhead and maximizing output; communicate with company staff to establish design parameters
- Precision Graphics** Tualatin, OR 6/07 - 9/08 Offset Prepress Technician
Maintained production, backup, and quality control standards; communicated directly with customers regarding project requirements and software support
- Printing Today** Portland, OR 8/06 - 6/07 Offset Prepress Technician
Was instrumental in a seamless transition from :Apogee System 3 to :ApogeeX; designed and implemented an online inventory tracking system; documented production and backup routines
- Premier Press** Portland, OR 6/06 - 8/06 Bindery and Mailing Assistant
Involved with all aspects of bindery and mailing, including inventory, cutting, folding, padding, drilling, sorting, inserting, "inkjetting"
- Community Printers** Santa Cruz, CA 9/04 - 6/06 Digital Prepress / Production
Installed, maintained file servers, production servers; maintained production, backup, and quality control standards; implemented print and quality control automation routines using Artwork Systems Nexus
- FedEx Kinko's** Santa Cruz, CA 8/00 - 9/04 Senior Technology Supervisor
Coordinated networking, installation, and maintenance of a branch-wide server / workstation / printer network; supervised production staff; documented and implemented quality control systems
- Dolan Foster Enterprises** Santa Cruz, CA 5/00 - 8/00 Closing Shift Supervisor
Coordinated restaurant staff; maintained inventory and quality control systems
- Templeton School District** Templeton, CA 6/99 - 9/99 Network and Deployment Assistant
Deployed workstations, printers, switches across a multi-site network; performed service and tech support; supervised junior assistants on support runs
- Multiple Clients** Various 1996 - present Software and Design Consultant
Worked directly with business owners, private parties, and education professionals to provide multiple technology services, including but not limited to graphic design, software classes, and system building

Education History

- Cabrillo College** Aptos, CA 2000-2001 Foreign Languages, Commercial Design
- UC Santa Cruz** Santa Cruz, CA 1998-2000 Information Systems Management
- Templeton High School** Templeton, CA 1994-1998 National Merit Finalist, AP Scholar