Jasmine Barlow

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**Jasmine Barlow**

**Professional Summary**

A dynamic, highly technical, self-directed and motivated individual with skills ranging from programming to people management to technical support and system administration. 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**

***17 years Prepress Production***

multiple workflows, including AGFA :Apogee Prepress and Artwork Systems Nexus; multiple imposition tools; multiple color management systems, including Best Color and EFI Fiery

***16 years Print Production***

digital press operation, bindery, production documentation

***10 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

***16 years Document Design***

Adobe CC *(2018)* and prior, MS Office with data management, QuarkXPress 8 and prior

***5 years Mailing and Shipping***

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

***5 years Supervision and Management***

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

***13 years Web Design and Programming***

HTML/XHTML, CSS, JavaScript; PHP, SQL, Apache, shell scripting; Adobe Extendscript, HTML5 Canvas

***10 years Technical Support and System Administration***

multiple OS/suites, including Microsoft Windows 8 and prior, Server 2008 and prior, MacOS 10.12 and prior, multiple distributions of Linux and FreeBSD, Microsoft Office 365 and prior, Adobe CC *(2018)* and prior, AGFA :Apogee Prepress, Artwork Systems Nexus

***2 years Packaging***

design and production using Arden Impact, Esko ArtiosCAD, and a Kongsberg XL digital cutting table

*Continued…*

**Professional History**

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| ***expresscopy.com*** | Portland, OR | 3/16 – 5/18 | Template Admin & Data Expert |
| Maintained design library for client customization and automation; processed and executed extended variable data projects; assisted with prepress and mailing; developed resources for further automation |

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| ***Ivey Performance Mktg*** | Milwaukie, OR | 9/14 – 11/15 | CC Automation Developer |
| Built & maintained script library for photography post-processing; assisted with post-processing, including heading certain automation-centric projects; developed resources for digital signage |

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| ***Printing Today*** | Portland, OR | 4/10 – 9/14 | Offset Prepress Manager |
| Dedicated to every aspect of FSC and GRACoL prepress and print design, from concept to plate;also involved with packaging and structure prototypes and quality control; managed inventory and employees for optimum performance in offset prepress, and the digital laser pressroom |
| ***Community Printers*** | Telecommute | 6/06 – 8/12 | Web Designer, DB Admin |
| Designed, implemented, and continued to maintain an online ordering system, reducing overhead and maximizing output; communicated with company staff to establish design parameters |

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| ***Printing Solutions*** | Hillsboro, OR | 3/09 – 4/10 | Digital Production and Design |
| Primary print designer, including advertising and mailing; also involved with numerous aspects of mailing, bindery, digital print production, and efficiency |
| ***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 fileservers, 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 |
| ***Templeton Schools*** | Templeton, CA | 6/99 – 9/99 | Network / Deployment Assistant |
| Deployed workstations, printers, switches across a multi-site network; performed service and tech support; supervised junior assistants on support runs |