

# JOHN CHRISTENSEN

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## S U M M A R Y

Highly organized production specialist with extensive experience producing digital files for print and electronic media. More than 25 years of experience in commercial printing and graphic arts environments, including advertising, healthcare and magazine publishing. Strong work ethic with ability to work independently and on a team. Excellent interpersonal, communication, proofreading, time management and troubleshooting skills; able to work under pressure and meet demanding time lines. Experience with software/hardware include:

*Software:* ■ Adobe InDesign ■ Adobe Photoshop ■ Adobe Illustrator ■ Adobe Acrobat  
■ Microsoft Office ■ Fiery Impose ■ Xerox XMPie

*Hardware:* ■ Xerox Nuvera 314 EA Production System ■ Xerox Iridesse Production Press  
■ Xerox D125 ■ Duplo DC 646 ■ CP Bourg 3102 Book Binding System  
■ Challenge CMT330 3 knife book trimmer ■ Challenge Titan 265 Cutter  
■ HP 315 Latex large format

## P R O F E S S I O N A L E X P E R I E N C E

### **Xerox Corporation HQ: Norwalk CT — February 2022 to Present**

*Xerox focuses on improving productivity and efficiency in document-related tasks for businesses of all sizes. The company provides a wide range of products and services including but not limited to: Managed Print Services providing services that help organizations optimize their printing infrastructure and reduce costs. Production Printing providing high-speed, high-volume printing solutions for the printing industry.*

### **Production Specialist – Subcontracted to Daimler Truck North America, Portland OR**

*Work in Daimlers document services center with their Production Center Lead and internal Daimler employees to produce various collateral pieces for upcoming events. Projects and duties include but are not limited to:*

- Use XMPie software to schedule incoming work making sure all due dates are met. Work with internal clients regarding issues with their jobs and deadline adjustments when needed.
- Preflight provided pdfs and prepare them for printing. Analyze best way to print based on quantity, stock and turnaround time. Provide client with final proof before printing.
- Use Fiery Impose and Xerox Freeflow Core to prepare files for multiple up printing.
- Use data merge and microsoft excel to generate continuous numbers, certificate names and envelope addresses.
- Calibrate and trouble shoot jamming issues with printers, call in service when needed. Work with other employees as need to make sure all projects meet their time line.
- Projects include, business cards, numbered NCR forms, spiral/wire-o bound training books, custom cover notebooks, oversized prints for meetings and events. Speech cards for CEO, perfect bound owners/maintenance manuals for 18 wheel trucks, post cards, certificates, miscellaneous training materials and more.

### **FedEx Office, Lake Forest, CA — April 2017 to February 2022**

*FedEx Office provides services and access to printing and shipping. Services include copying and digital printing, professional finishing, signs and corporate print solutions. Shipping services include FedEx Express or Ground and packing services.*

### **Center Consultant**

Working effectively with little or no supervision consultants must anticipate and meet the needs of customers by accurately processing complex printing and shipping orders in addition to providing complete pricing information. Ensure all customer questions and concerns are resolved quickly to the customers satisfaction.

- Perform daily opening/closing store operations ensuring cash drawers and transaction balances at close of day.
- Acquired knowledge through training and previous experience regarding complex company software to process jobs and pricing accurately. Effectively operate printing, binding, large format printers, laminating and copying equipment.
- Jobs produced for customers included but not limited to: flyers, print and mount posters, banners, signs, presentations, catalogs and architectural blue prints. Other products and services also available.
- Process packages for domestic and international shipments, ensuring accuracy of customer provided information and on-time delivery. Pack customer items for shipping while adhering to company pack and ship guarantee.

**Schawki!, Chicago, IL — March 2010 to January 2016**

*Schawki is a marketing communications company that creates, produces, and delivers promotional media content through online and circular vehicles that drive consumer response for many of the world's leading retailers and manufacturers.*

**Production Artist**

Work in conjunction with art directors, digital asset managers and photo retouchers to develop accurate and high quality artwork for Sears weekly and mid-week circulars. Approximately 1M circulars are printed and distributed across North America.

- Adhering to tight deadlines responsibilities include building, populating and maintaining electronic files for Sears weekly sales ads from concept to release.
- Complied to strict accuracy requirements, assuring pages were released to client and printer with no printed errors.

**Aquent, Chicago, IL — January 2001 to September 2003 and December 2006 to March 2010**

*One of the world's largest talent agencies, specializing in the placement of graphic art professionals into temporary and temporary-to-permanent positions.*

**Freelance Graphic Artist**

Company assignments include but are not limited to:

- **Shawk Retail Marketing** Built and revised pages from thumbnails for weekly newspaper inserts for Sears circulars. Created mock-up books for client proofing. Implemented changes and corrections for release to print.
- **Blue Cross and Blue Shield Association** Adhered to brand standards, created and updated marketing tools which included print and electronic materials. Established templates and style sheets for program agendas and books.
- **Dearborn Real Estate Education** Formatted real estate education training books and home inspection guides.
- **Rotary International** Updated articles and ads for a monthly magazine, The Rotarian.
- **KPMG** Assisted in the creation, modification and production of new client proposals.
- **McGraw-Hill** Created charts and graphs for online educational materials.
- **Experian Credit Corporation** Designed various marketing materials and books.

**Kaplan Professional Publishing, Chicago, IL — June 2006 to Dec. 2006**

*The leading provider of test prep books and study materials for a number of high-pressure and high-stakes high school and college entrance exams. Position was eliminated due to company reorganization.*

**Print Production Artist**

Collaborated with Director of Production to implement book designs for Kaplan Professional Publishing. Oversaw the completion of 20–30 books through art creation, layout, and corrections to final print-ready pdfs.

- Worked closely with editors and authors to develop and maintain aggressive print-production schedules. Communicated and coordinated with production editors regarding changes and corrections to layouts.
- Monitored accuracy and style in page layout. Entered first- and second-pass changes into electronic files and ensured the quality of the final print-ready pdf files.
- Created new templates from design specifications and developed necessary artwork. Built and modified mathematical equations using MathType software.

**O'Meara-Brown Publications, Inc., Chicago, IL — July 2005 to June 2006**

*Publishers of Lakeland Boating, a magazine for recreational boating in the Great Lakes, and Great Lakes Angler, a fishing magazine for the Great Lakes region. Each monthly periodical has a subscription base of 30,000 to 50,000.*

**Associate Art Director — Lakeland Boating**

Worked with external clients to create or update publication ads and boat listings while maintaining a precise time line for completion of each issue.

- Consulted with clients, recommended design concepts and coordinated text and images. Proofed and supplied pdf soft proofs to clients through e-mail and fax.
- Created 30 to 50 page brokerage section of the magazine each month. Produced laydown board and coordinated with internal sales representative for page count, deadlines, and outstanding ads.
- Generated final pages per laydown board, created press-ready pdfs and verified PDF-X1 standards were followed. Uploaded final files to FTP site and worked with printer on final proofs.

## **Biohit Inc., Neptune, N.J. — Jan. 2002 to Aug. 2006**

*Manufacturers of manual and electronic liquid handling products and devices specifically for laboratories and the medical industry. Headquarters located in Helsinki, Finland. Work with this client was on a freelance basis.*

### **Graphic Artist**

Conferred with National Accounts Manager on a wide variety of marketing pieces, promoting the company's various products while establishing brand awareness.

- Conceived marketing piece objectives and designed them according to specific marketing goals, strategies, and objectives. Pieces included magazine ads, sales literature, T-shirts, and pdfs for sales force.
- Developed and designed pages for the European corporate catalog to meet U.S. marketing needs and layout specifications.
- Produced design concepts, proofed and ensured quality control through job completion. Worked with internal sales representatives and appropriate vendors to obtain price quotes and specifications.

## **EDUCATION & AWARDS**

International Academy of Design and Technology, Chicago, Illinois

December 2005 – Associate Degree. GPA 4.0 Awarded first place for Web Design/IADT 2005 Annual Juried Show

View website for complete list of previous jobs and experience.

Portfolio website: [www.johnchristensen.net](http://www.johnchristensen.net)