



JENNIFER L. BECHTEL

Re-locating from:

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SUMMARY

Prepress Technician, Graphic Designer and Visual Artist with over 15 years experience in the commercial printing industry.

Capable and organized, having a critical eye for details and strong working knowledge of many areas of the print production process.

SKILLS

- ▶ Prepress/Preflight for Print Production (Digital and Offset)
- ▶ Graphic Design and Branding
- ▶ Customer Service (General and Printing-Specific)
- ▶ Traditional Painting, Drawing, Sculpture and Photography
- ▶ Digital Color and Image Manipulation
- ▶ Archive Management and File Organization

SOFTWARE / PROGRAMS (MAC & W)

- ▶ **Adobe Creative Suite:** Illustrator, Indesign, Photoshop, Acrobat
- ▶ XMPie VDP Marketing Software
- ▶ Corel Suite
- ▶ QuarkXPress
- ▶ **RIPS:** Fiery, Onyx, Heidelberg
- ▶ Microsoft Office: Excel, Word
- ▶ WordPress & Shopify (general)
- ▶ MAC and Windows OS

MACHINERY

- ▶ **Digital Printers:** Konica Minolta, Xerox & Canon
- ▶ Risograph Duplicator
- ▶ Kimosetter340 Digital Platemaker
- ▶ Wide Format: HP5000, 9000 and Epson9600
- ▶ Hydraulic Paper Cutters
- ▶ **Finishing:** Heat Mounting Bed, Roll Laminator, Hand-stitcher
- ▶ Office Automation Tools

WORK EXPERIENCE

GRAPHICS & CUSTOMER COMMUNICATIONS

Healy Glass Artistry | Bethlehem PA | Apr 2018 – Present

Create and adjust vector artwork and custom layouts for 1-color film printing in accordance with artist requirements. Design and update branded materials for promotions, sales, social media and website use, photograph finished pieces and create realistic product mock-ups. Responsible for replying to customer inquiries and order requests, processing and tracking orders through the Shopify website.

Requires meticulous attention to detail and close work with the artist to help him create his unique hand-carved glass art pieces.

CSR / SENIOR GRAPHIC DESIGNER

EBC Printing | Allentown, PA | Nov 2013 – Apr 2016 (+freelance)

Initially handled intake and direct communication with clients regarding their projects, plus prepress to support the Design team. Later moved into the lead design position, working independently or supervising junior designers. Processed most incoming graphics for proof and for press and handled a vast range of design projects and variable data pieces. Worked with management to streamline shop processes, job intake, and filing procedures.

Currently assisting with freelance and back-end workflow projects.

CSR FRONT DESK, DESIGN, PRODUCTION

Lehigh Valley Print Center | Allentown, PA | Mar 2010 – Dec 2012

Prepress, design, production, finishing, and management responsibilities including but not limited to front desk customer service, email communications, quoting, purchasing, and accounts receivable. Handled many projects from intake to pickup. Maintained the shop schedule and coordinated with the Senior Graphic Designer and Owner to ensure jobs were completed correctly and on schedule.

A CWA shop, primarily handling local political and union projects.

CSR FRONT DESK, PRE-PRESS ASSISTANT

Minuteman Press | Middletown, NY | Oct 2007 – Sep 2009

Front desk customer service and email as well as DTP/prepress duties including: creating digital layouts per customer specifications or according to art direction, typesetting and proofreading documents, troubleshooting and preflighting customer files, generating digital and hard copy proofs, preparing files for and placing outsourced orders, updating customer archives, output of camera-ready line and screen art, and output of plates through the Kimotosetter or offset printers for the Ryobi 2-color press. Worked closely with the press operators and management to ensure smooth workflow. Also printed jobs on the Canon and Xerox digital presses, and assisted with finishing when needed.

EDUCATION

BFA: COMMUNICATION DESIGN/ ILLUSTRATION

Pratt Institute | Brooklyn, NY
May 2004

Presidential Merit Scholarship
Deans List & Presidents List
GPA: 3.47

HONORS & AWARDS

Stephen Phillips Memorial
Scholarship/Stephen Phillips
Scholar, 2000-2004

Cape Cod Art Association Jurors
Award of Merit, 1999

Awarded Gold and Silver Keys at
the Scholastic Art Awards in 1997,
Honorable Mention 1998

Participated in group dance
competitions and productions,
1990-1996.

References Available

For portfolio images and design
samples, please visit:

WWW.JENNBECHTEL.COM

PREPRESS MANAGER / SPECIALIST

The Artistic Group | Monroe, NY | Oct 2006 – Aug 2007

Handled preflight (processing, exporting, and repair) on incoming digital files for proofing/printing on either the Heidelberg DI 4-color Press or the Heidelberg Q46 Printmaster 2-color Press. Responsible for proof output from the Heidelberg DI RIP, and produced PDF proofs. Managed workflow and tracked jobs in all stages of completion. Handled setup and design of digital art. Primary operator of the HP9000 printer. Assisted with finishing, fulfillment, and shipping duties as required. Maintained the customer file archive and handled backups. Performed well in a shop specializing in speedy turnaround of high volume jobs.

Based in NYC, this shop frequently served high-profile clients, including Big Apple Circus and MSG.

SIGNS AND GRAPHICS SPECIALIST

FEDEX KINKOS | Albany, NY | Sep 2005 – Sep 2006

Designed and set up graphic and text documents to customer specifications. Prepared and troubleshoot digital files for proofing/printing. Operated the HP5000 oversize printer. Handled auxiliary work including binding, foamcore mounting, lamination and cutting. Organized customer file archive. Gained experience working in a fast-paced deadline-oriented environment.

ADDITIONAL EXPERIENCE

GRAPHIC DESIGNER /ARTIST

Freelance

Creating artwork and graphics by commission in a variety of mediums including vector, traditional paint, pencil, digital art, and sculpture. Projects include conversion of raster art into vector art suitable for various print applications, logo design, postcard, form, and business card layouts, private portrait and character design commissions, magazine spot illustrations, mobile/app game art, color work on black and white line art, costuming, scanning and retouching of photographs and artwork in Adobe Photoshop.

EVENT CO-COORDINATOR, VISUAL DESIGN & FABRICATION

Edge of Forever LLC | May 2012 – Nov 2019

Assisted with running interactive outdoor theater events for 15 to 75 participants. Primary responsibilities included management of overall branding and visual style, design of promotional materials, art and logos, event photography, NPC costume and prop fabrication, and occasional content creation and story writing. Served as the primary event host and customer contact, managed company financials, bookkeeping and internal paperwork, and designed and managed the Wordpress website and shop/registration portal.