

KAT CONSTABLE

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SUMMARY

Graphic and production artist offering 20 years' experience in various publishing industries, from advertising agencies to printers. Thrives on meeting tight deadlines with speed and accuracy, while standardizing production processes.

SOFTWARE Adobe CS (InDesign, Photoshop, Illustrator, Acrobat, Dreamweaver, Flash)
Microsoft Office (Word, Excel, PowerPoint)
Other software: QuarkXPress, MathType, PitStop

SKILLS Macintosh- and Windows-experienced Layout and Design
Digital Imaging Forms Development
Prepress Production 508-Compliance Accessibility Remediation

PROFESSIONAL EXPERIENCE

PEARSON, Austin, TX (world's largest publisher)

GRAPHIC DESIGN SPECIALIST, 2011–Present

- Format documents and forms for paper and online development for STAAR standardized test and other projects using InDesign, Quark, and Word in Macintosh and Windows operating systems.
- Activities include generating and importing graphic images from Photoshop, Illustrator and MathType and integrating them with text to create test items and books, answer documents, manuals, and other materials, as well as applying edits to these documents and artwork throughout various proofing stages.
- Design new and creative layouts for passages and administration materials according to program requirements.
- Generate PDFs and create final proofs, and perform 508-compliance accessibility remediation using Acrobat.
- Process thousands of test questions efficiently and correctly by utilizing scripts, automation software, and generating and editing XML files.
- Quickly learn new technologies and software and train co-workers in a rapidly changing professional environment while handling deadline pressure.

CHARLES SCHWAB, Austin, TX (investment banking, contract through Magley & Associates)

DIGITAL PRODUCTION ARTIST, 2010–2011

- Laid out and typeset print-ready materials including brochures, flyers, mailers, postcards, envelopes, fund profiles, and other marketing and financial projects.
- Produced collateral pieces using Adobe InDesign, Microsoft Word, and PowerPoint.
- Added backgrounds to headshots using Photoshop.
- Consistently met multiple deadlines and juggled numerous jobs with accuracy.

PSYCHONOMIC SOCIETY PUBLICATIONS, Austin, TX (psychological journal publisher)

GRAPHICS COORDINATOR, PROMOTED FROM PRODUCTION ARTIST, 2004–2010

- Created and manipulated figures for print and Web using Photoshop and Illustrator.
- Typeset 500+-page psychological journals using InDesign.
- Input changes to copy marked with proofreaders' marks.
- Prepared text for formatting using Word. Prepared equations using MathType.
- Responsible for technical support, troubleshooting, software and hardware upgrades, and server maintenance.
- Wrote directions for new procedures and trained new coworkers.

HOLT, RINEHART AND WINSTON, Austin, TX (educational publisher, regular and contract through ArtSquad)

ELECTRONIC PUBLISHING SPECIALIST, 2001–2003

- Built and revised textbook page layout files using Quark and InDesign.
- Used design sense, layout abilities, and technical expertise to efficiently increase productivity when making corrections at a rate of up to 100 pages per day.

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HOLT, RINEHART AND WINSTON (continued)

- Consistently met deadlines by allocating attention to specific tasks and creating and following checklists to streamline making multiple changes to as many as six four-page chapters at once.
- Used Atomik in Quark to tag text with XML coding to repurpose text from print to Web for world languages textbooks. Completed 10% more sections than others on team, assisting in completing project one week under deadline.
- Identified as graphics point-person in department, creating duotones and dropping out image backgrounds with clipping paths in Photoshop and using Quark and Illustrator to create graphs, charts, and illustrations for workbooks.
- Extracted text from previous Quark documents, filtered text through Word, and reflowed information into in-progress templates. Made constant and consistent updates and changes to margins, line spacing, fonts, weights, styles, and layouts to seven books, containing 30–40 stories each.

SICOLAMARTIN, Austin, TX (high tech advertising agency)

GRAPHIC ARTIST, 1999–2001

- Produced flyers, brochures, and ads for major clients.
- Produced and ensured consistency for up to 30 two- to 12-page print pieces per month.
- Refined and updated graphic standards for each client by creating and maintaining Quark templates based on designers' concepts and by initiating a checklist system to track changes.
- Revised Quark pages from marked-up hard copy, then proofed new pages against original.
- Color corrected, composited, and added shadows to hardware product images using Photoshop.
- Trapped, proofed separations, collected, PDF'ed, and electronically transferred digital files.
- Scheduled and prioritized jobs in conjunction with account service team.
- Updated agency font book containing 300-plus fonts.
- Reorganized image library containing 1,000-plus high-resolution images on network.
- Monitored agency archives and updated online archive database containing thousands of projects dating back 15 years.

BELLS ADVERTISING, INC., Austin, TX (promotional advertising company)

GRAPHIC ARTIST, 1995–1999

- Designed full- and spot-color catalogs, ads, flyers, etc. using Quark and FreeHand. Produced as many as three full-color 12-page catalogs per month, while maintaining excellent quality.
- Created logos and graphics for promotional products and Web pages using FreeHand, Photoshop, and Extreme 3D.
- Produced camera-ready art from substandard graphics by scanning in faxes and redrawing in FreeHand, by smoothing rough, bitmapped images in Photoshop, and by creating proper spot and CMYK plates by reseparating art.
- Directly responsible for prepress preparation, including proofing, trapping, and separations.
- Reduced photo turn time from three weeks to 30 minutes by initiating, creating, and implementing digital stock library of products, reducing catalog production time 43%.
- Digitally retouched scanned images to remove and replace logos or rearrange subject matter, eliminating extra photo shoots costing over \$8,000 per year.
- Initiated color scanning procedures, saving over \$5,000 a year.
- Trained other artists to use new stock library, scan, color-correct, and digitally retouch images, saving over \$2,500 in training fees.
- Researched, selected, and maintained over \$20,000 worth of new equipment for department.
- Directed photo shoots.
- Selected by coworkers to serve on Company Committee.

EDUCATION

- **Bachelor of Journalism**, photojournalism sequence, The University of Texas, Austin, TX
- **Web and Interactive Design Specialization classes**, Austin Community College, Austin, TX

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