

**Ronald Raye**

76 Fletcher Road, Woburn, MA 01801

[www.RonRaye.com](http://www.RonRaye.com)

[ron.raye@verizon.net](mailto:ron.raye@verizon.net)

978.314.6434

To Whom It May Concern,

Ten years experience in desktop printing and certificate classes in web design, coupled with a Bachelor's degree in Advertising / Design, make me a valuable asset to any company looking to improve their electronic media content. I work well in a fast-paced, high pressure environment and am able to meet deadlines while managing multiple projects. I enjoy working independently, as part of team, or directly with clients. My supervisory experience has honed my communication skills and given me the means to make decisions quickly and effectively. My work ethic is strong, detail oriented, and dedicated to achieving quality while increasing productivity and efficiency.

Thank you for your time and I look forward to speaking with you.

Sincerely,



Ronald J. Raye

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### Professional Summary

Being involved with desktop publishing since its inception has given me an edge in the printing field. I've gained valuable, working knowledge of desktop applications and digital systems, as well as experience working with designers and staying exposed to current design trends. I'm now altering my career path to pursue design, specifically in the web field. I'm hoping to use all these skills in my next career move.

### Design and Computer Skills

Strong knowledge of fonts, composition, layout, and Adobe software. Experience with Mac and PC platforms, system trouble-shooting, and networking.

#### Web Design:

- HTML
- CSS
- Java Script
- Flash
- Dreamweaver
- Photoshop for Web

#### Desktop Applications:

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Freehand
- Adobe Acrobat
- Quark XPress
- Pagemaker
- Extensis Suitcase

#### Electronic Prepress Systems:

- Preps Imposition
- Scitex RIP
- Trueflow RIP
- PCC and Nexus RIP

### URLs

[www.KRWorkshops.com](http://www.KRWorkshops.com)

### Education and Training

**New Horizons Learning Center** - Nashua, NH

- Several classes taken in the area of web design

*Web Design*

2009 - 2010

**The Art Institute of Boston** - Boston, MA

- Additional post graduate course in advertising

*BA in Advertising/Design*

1991

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### Professional Experience

#### **Arlington Lithograph Co., Inc.** - Arlington, MA (1992 - 2009)

Printed materials included a variety of mailers, posters, brochures, stationary, and books

#### **Supervisor of Prepress Department**

1997-2009

Supervision of five prepress workers including desktop prepress, plate maker, film-stripper, camera operator, and layout artist for printing company whose customer base included Boston area businesses, designers, and universities.

- Maintained computer equipment
- Coordinated daily printing schedule with press and bindery
- Developed workflow procedures for electronic prepress production
- Worked with multiple vendors to maintain inventory and equipment
- Ensured quality control of press plates
- Researched and implemented use of various equipment for prepress
- Maintained OSHA records and safety procedures
- Created department recycling procedures
- Led discussion groups for local design classes about preparing files for prepress
- Supplied customer support via phone, email, and on-press checks

#### **Desktop Prepress**

1996-2009

- Preflight customer files
- Adjusted photos, fonts, color, and other layout elements to accommodate offset printing process
- Recommended design alterations
- Scanned photos, both reflective and transparent, as well as three-dimensional art
- Designed jobs per customer specifications upon request
- Created a strong working relationship with designers and customers

#### **Four Color Film Stripper**

1992-1997

- Flight checked jobs
- Addressed typography issues to ensure legibility
- Created blue-line and color proofs for customers
- Burned and developed plates
- Produced camera work on vertical camera

#### **New England Book Components** - Hingham, MA

1988 - 1992

#### **Four Color Film Stripper**