



PORTFOLIO: www.jwpr.watsonink.com

PROFILE:

- Strong organizational, problem solving and time-management skills.
- Works well with tight deadlines in a team environment.
- Able to take projects from start to finish with minimal supervision.
- 10+ years experience using Adobe Dreamweaver and Photoshop.

SKILLS:

Proficient in:

- ◆ Windows and Mac platforms
- ◆ XHTML, HTML5, CSS2, CSS3
- ◆ Adobe Photoshop, Dreamweaver, Illustrator, InDesign, Lightroom
- ◆ Microsoft Word, Excel, Powerpoint, Outlook
- ◆ Digital scanning, photography and photo editing/manipulation

Familiar with:

- ◆ JavaScript, PHP, AJAX, Flash
- ◆ Apparel print/design process

EDUCATION:

Arizona State University-Online, Tempe, AZ
Currently attending the Bachelors in Graphic Information Technology Program
Expected completion – Fall 2016

Cerritos College, Artesia, CA
Associates in Arts Degree in Fine Arts and Communication
Associates in Arts Degree in Business Marketing and Management

EXPERIENCE:

Novitex Enterprise Solutions - Irvine, CA *August 2011 – Present*
Customer Service Technical Specialist

- ◆ *Software Applications:* Word, Excel, Powerpoint, eCopy PDF Pro, iPro, and escanIT
- ◆ Duties include copying, scanning, faxing, file preparation, bates labeling, and printing
- ◆ Pick-up and deliver copy jobs, faxes, and mail to customer
- ◆ Maintain all logs and reporting documentation

Consolidated Reprographics - Costa Mesa, CA *March 2007 - Sept 2009*
Production Artist / Boeing Account Liaison

- ◆ *Printers used:* Xerox DocuColor 7000/8000 Digital Press, DocuColor 250, Canon ImageRunner 105+, Océ ColorWave 600, HP DesignJet 5500, Z6100, 4000 and 4500.
- ◆ *Print/Production queues:* Fiery Controller with Command Workstation and Onyx ProductionHouse RIP
- ◆ *Software Applications:* Photoshop, InDesign, Acrobat Pro, Word, PowerPoint, Excel
- ◆ Preflight and produce customer's orders according to their specifications that would include small or large format printing and/or scanning and CD/DVD duplication.
- ◆ Boeing Account Liaison duties included: manage and monitor jobs from start to finish, QC completed jobs, and insure finished jobs meet delivery requirements and deadlines.

Archer Government Services - Cypress, CA *Dec 2006 - March 2007*
Print Operator

- ◆ *Printers used:* Xerox DocuColor 2060/6060 and DocuColor 12, HP DesignJet 5500 and 800.
- ◆ *Print/Production queues:* Fiery Controller with Command Workstation for Xerox printers.
- ◆ *Software Applications:* Photoshop, InDesign, Illustrator, Acrobat Pro, Word, PowerPoint, Excel
- ◆ Working independently in a Boeing facility, managing color print production jobs to meet customer's requirements and deadlines.



Jaime
Watson

Lakewood, Ca 90713 • 562-881-0848 • wattson7694@yahoo.com

FedEx Kinkos #1005 - Long Beach, CA

June 2002 - Dec 2006

Production Operator

- ◆ Printers used: Xerox DocuColor X12 and 250, Canon 105+, HP DesignJet 5500, OCE TDS400 and used Fiery Controller with Command Workstation 4.0 on Canon and Xerox.
- ◆ Assist customers with their projects and printing needs.
- ◆ Preflight and complete incoming jobs by their specified deadlines.
- ◆ Responsible for evening staff and store closing procedures.
- ◆ Prepare and process customers FedEx packages for pickup.

