

P. TODD RICHARDSON

PROFESSIONAL SUMMARY

Prepress specialist with 26 years' experience using multiple desktop applications, including Adobe Creative Suite, Corel DRAW, Word and Excel. Adept in font specification, logo redraw, and file troubleshooting. Finalized products as diverse as music album covers, Miss Texas program books, embossed cigar boxes, and packaging for Kellogg cereals and Anheuser-Busch products.

SKILLS

Adobe Illustrator

Adobe PhotoShop

Corel DRAW

Font Identification

Writing SOPs

File Optimization

Fiery RIP

Problem Solving

Clear Communication

Adobe InDesign

Adobe Acrobat

Microsoft Excel

Graphic Design

Color Correction

Digital Asset Management

Quality Control

Attention to Detail

Inventory Management

WORK HISTORY

Pyramid Checks

PRESS OPERATOR - Portland, ME

2022 to 2023, 2024

- Ran and maintained Kodak and Canon digital presses.
- Reviewed completed orders for quality and accuracy.
- Multi-tasked to keep all assigned projects running effectively and efficiently.
- Improved QC by refining inventory management.

Action Label

PREPRESS SPECIALIST - Sanford, FL

2018 to 2022

- Utilized Illustrator and Photoshop to prepare jobs for color proofs and print.
- Made digital files from printed samples and customer specifications.
- Printed files to Roland LEC 330 or Esko for flexo plates.
- Created SOP for making prototypes on Roland LEC 330.
- Conducted routine equipment maintenance to ensure optimal performance and reduce downtime due to technical issues.

BCT Central Florida

OUTPUT TECHNICIAN - Longwood, FL

2015 to 2018

- Prepared and laid out customer files for output.
- Printed files to plates or Xerox digital press.
- Processed business cards and other marketing materials for more than 30 clients per day.
- Streamlined recycling efforts to save time and reduce waste.

Graphic Packaging

GRAPHIC COORDINATOR - Concord, NH

2008 to 2014

- Prepared files and layouts for optimum results (offset and flexo).
- Visited out-of-state plants to better understand their needs.
- Proofed files on wide format printers.
- 24-7 remote support on weekends as necessary.
- Maintained organized archive of completed projects for easy access during future initiatives or revisions required.

Pre-Press Services

PREPRESS TECHNICIAN - Houston, TX

1997 to 2008

- Made digital files from printed samples and customer specifications.
- Extensive communication with customers to help them achieve their marketing goals.
- Redrew logos and graphics to high professional standards.
- Ran film and plate imagesetters.
- Utilized Illustrator, Photoshop and InDesign to prepare jobs for color proofs and print.
- Imported electronic or print files using Illustrator, Photoshop and InDesign and made color, digital image and text corrections.
- Processed jobs for up to 10 different clients per day.

EDUCATION

Texas A&M University, College Station, TX

Bachelors of Science, Economics, 12/1991

University of North Carolina, Chapel Hill, NC

Graduate Studies, Economics

California Institute of The Arts, San Francisco, CA

Fundamentals of Graphic Design Certificate, 01/2024