



CYNTHIA CARTER-JONES

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OBJECTIVE:

Seeking employment in the graphic technology field of commercial printing with a growing company that will utilize my current skills and provide opportunity for work and advancement.

QUALIFICATIONS:

COMPUTER GRAPHICS:

Knowledge of Mac and PC platforms. Experience with PhotoShop, Image Ready, Illustrator, Quark, Excel, Microsoft Word, BB Edit, Page Mill, Dreamweaver, film output, file conversions, pre-flight and design.

PRE-PRESS:

Well versed in use of Horizontal & Vertical cameras, line shots, half tones, PMTs, dupes, du-a-tones, operate/maintain negative and plate processors, stripping 1-6 color for 6 & 9 head King web press, 1-6 color Heidelberg, Manroland, Misomex, Ryobi.

CUSTOMER SERVICE:

Give customers top quality assistance and making sure they are satisfied with their purchase, while keeping in mind the financial interests of the company. Able to work well with people of all dispositions.

SALES:

Exceed all sales limits in previous positions, particularly inside sales, with strong ability to up sell.

EDUCATION:

PLATT COLLEGE:

San Diego, CA. '99-'02

A.A.S in Graphic Design

RIVERSIDE COMMUNITY COLLEGE:

Riverside, CA. Scholarship '85-'86

Major: Graphic Technology

DALE CARNEGIE:

Ontario, CA Completed full course '91

Major: Sales

LA SIERRA HIGH SCHOOL:

La Sierra, CA High School Diploma '81-'85

Major: Graphic Technology

EMPLOYMENT:

COMMERCIAL PRESS a RR Donnelley (ISO): Lead Senior Customer Service , Aug. '01 - Present San Diego, CA

VANARD LITHOGRAPHERS: Customer Service, June '99 - August '01 San Diego, CA

PHILLIP LITHO: (ISO 9000 Compliant), 6 Color Stripper, June '96 - May '99 Springdale, AR

COLOR TECH COMMERCIAL PRINTING: Office Manager, March '94 - November '95 Riverside, CA

ARROW PRINTING: Manager, December '93 - March '94 Indio, CA

ZAP PRINTING AND GRAPHICS: Office Manager/Sales, March '90 - October '92 Corona, CA

HANNIGAN BUSINESS FORMS: Production Supervisor, June '89 - March '90 Riverside, CA

A TO Z PRINTING CO.: Head Stripper, May '86 - March '89 Riverside, CA

SIR SPEEDY: Customer Service, Bindery, June '84 – May '86 Riverside, CA