Profile

Expert graphic arts professional skilled in producing print or web ready accurate materials for commercial use. Proficiency with multiple graphic software packages within fast paced, deadline-driven environments. Detail oriented person with strong organizational and time management skills. Able to work independently on task-related projects within a team atmosphere.

I am seeking new opportunities in the printing, publishing, graphics, and digital imaging fields. My vast work history and professional experience offers a unique and comprehensive skill set that is an asset to any company.

Work History

United States Postal Service Upperville, VA
Rural Carrier Associate
Dec. 2015 – Present
  Responsible for the safe and efficient delivery and collection of US Mail. Deliver mail on a designated route comprising of over 300 residences. Sort letters, magazines, catalogs, and parcels into delivery order. Manage time to meet and exceed goals to return collected mail to the post office.

Quad/Graphics Leesburg, VA
Business Area Leader & Imaging Specialist
Feb. 2004 – June 2015
  Oversaw the day to day operation of a managed on-site premedia facility producing ten national consumer magazines. Ensured high quality work and service while meeting production deadlines. Imaging Specialist, requiring strong Photoshop and other premedia skills. Key staff member securing four contract extensions. Responsible for extensive image work, preflight, and page assembly. Accountable for preparation and output of proof press ready files for QC and editorial review. Procured new work when possible.

Waveline Direct Mechanicsburg, PA
Prepress Technician
Sept. 2003 – Feb. 2004
  Evaluated and verified integrity of files and their components for sheet fed printing projects. Staged and prepped various printed materials including catalogs, direct mail, business cards, sports tickets, and calendars.

Primedia Harrisburg, PA
Mac Operator
April 2000 – Sept. 2003
  Responsible for page assembly on numerous monthly publications. Duties also included art and advertisement placement, image touch-up, troubleshooting, and creating final DCS plate ready files.

Fry Communications Mechanicsburg, PA
Prepress Technician
  High volume business to business magazine environment. Tasks involved page assembly, film output, image correction, and postscript generation.

KEITH GROGAN
Graphic Arts Professional

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Professional Experience

Digital Artist Skills
- Creative Effects
- Image Restoration
- Color Correction
- Silhouettes
- Complex Masking
- Color Cast Removal
- Product Matching
- Image Enhancement
- Artifact/Defect Removal
- Preflight
- Page Assembly
- PDF Output
- RGB/CMYK Workspace
- Template Creation
- Media Design & Layout
- Photography

Computer Skills
- Photoshop
- InDesign
- Illustrator
- Lightroom
- Acrobat
- QuarkXPress
- Cloud Storage & FTP
- Color Management
- Work-flow Systems
- Font Management
- Microsoft Office
- Mac OS X
- Windows
- RIP & DTP Systems
- Troubleshooting
- Digital Asset Management

Customer Service Skills
- High Level Quality Results
- Problem Solve
- Work-flow Optimization
- Customer Interaction
- Production Planing & Implementation
- Deadline Oriented Focus

Managerial Skills
- Schedule Managing
- On Board New Work
- Work Load Distribution
- Record Keeping
- Client Communication
- Update Work-flow & SOP's
- Establish Best Practices

Education/Certifications
Bradley Academy for the Visual Arts, York PA
Associates Degree, Major: Graphic Design

Lean Six Sigma Yellowbelt, MoreStream Online University
Certificate of Completion

OSHA 10 Hour General Industry Safety & Health Course

Honors/Awards
Eagle Scout, Boy Scouts of America, Troop 173
Carlisle Army War College

Hobbies/Interests
Technology, Design, Photography, Travel, Cooking, Music, Dog Training/Agility, Member of the Blue Ridge Dog Taining Club

Freelance/Telecommute
Full set-up home office enabling freelance or telecommute capabilities.