

WAYNE ELLIS

7 JESSUP LANE « STONY POINT, NEW YORK 10980 « 917.273.6292
WAYNE@MY-TECH-GUY.NET « WWW.MY-TECH-GUY.NET

Pearson Education
Room 2G
1 Lake Street
Upper Saddle River, NJ 07458

Dear Hiring Personnel—

My prior experience and education make me an excellent candidate for your organization. I was informed by Brian Kane that you have openings that I would be qualified for. Mr. Kane has so many wonderful things to say about working at Pearson Education that I am compelled to apply for a position. I am well versed in digital pre-press, including IT for graphics and desktop operator work. Please see my resume for relevant experience.

As someone who has both searched for and hired personnel recently I realize that you are looking through tons of resumes right now. Allow me to set myself apart. I'm awesome at this stuff. I am well versed in all desktop graphics applications and completely design ego free when it comes to implementing clients and art directors ideas. I have familiarity with the practical, technical and business side of the industry. I have experience as both a graphics operator as well as graphics manager. I was the Studio Manager at Merkley and Partners, a mid-sized advertising agency, where I was responsible for a staff of 15-30 over two shifts, as well as all of the technology to create the ads. I have spent the last year at Hylas Publishing producing highly graphic non-fiction books. For Hylas, I have done the layout work, photo-retouching/color correction and production management.

I am looking for a position in the pre-press/printing/publishing/production/advertising arena that I can excel at and enjoy. I have recently started as a freelance/consultant, but I am now looking for full time or temp-to-perm work. I would like to sit down and discuss your systems with my experiences and how they can be melded together.

I am eager to hear from you. Please do not hesitate to contact me at the number or address listed below.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wayne Ellis', with a stylized, cursive script.

Wayne Ellis

wayne@my-tech-guy.net
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EXPERIENCE

October 2004 – present

MY-TECH-GUY

Westchester & Rockland

Tech-support and Publishing Consultant

- Clients include:
 - Hylas Publishing — Publishing Graphic Production & IT Support
 - Rockland Teachers' Center Institute — Graphic Design
 - ENCO Construction — Technical Support
 - Miscellaneous home Technical Support clients

June 2004 – September 2004

GLOBALHUE

New York City

Studio Manager

July 1999 – June 2004 (present as consultant)

MERKLEY NEWMAN HARTY

New York City

Pre-Press Technology Manager / Studio Manager

- Studio Manager
 - Print, Direct and Collateral Advertising
 - P&L management
 - Client communications
 - Staff management
 - Studio equipment procurement and maintenance
 - Third-party vendor communications
- Pre-Press Technology Manager
 - Workflow automation
 - Xinet OPI server administration
 - Archive and back-up administration
 - Digital Asset Management administration
 - Web-based digital delivery management
 - Desktop support

April 1999 – July 1999

FRIERSON MEE & KRAFT

New York City

Studio Operator/ Information Technology

- Creation and maintenance of mechanicals for print advertising
- New Server design and implementation
- Retouching and color correction
- Desktop support

July 1998 – March 1999

MERKLEY NEWMAN HARTY

New York City

Junior Graphic Designer/Design Group Assistant/Relief Reception

- Estimating and billing internal and external graphic design jobs
- Building digital and physical comps
- Designing advertisements, facade banners, and promotional materials for the American Museum of Natural History
- Logo Design for AMNH, Jet Blue, Kessler Medical Group, and Oraceutical

EDUCATION

1996 – 1998

BINGHAMTON UNIVERSITY (SUNY)

Binghamton, New York

- B.A. Technical Theater, Lighting Design

1994 – 1996

BOSTON UNIVERSITY

Boston, Massachusetts

- Lighting Design Major (Conservatory program, top 5 in country)

DIGITAL SKILLS

Xinet FullPress, Xinet WebNative (and WebNative Venture), FlashNet, FlashWeb, Qualstar AIT Jukeboxes, Rorke RAID, SGI IRIX, Mac OS 8.x-10.x, Windows 98-XP, Networking (TCP-IP, Internet, LAN, WAN, Appletalk) Postscript Printing, Font Management, Adobe Photoshop 5– CS, Illustrator 7– CS, InDesign 2– CS Acrobat 3– CS, Quark 4.1– 6, etc.

PRINT SKILLS

EFI Fiery RIP's, EFI Splash RIPs, DaLiM Swing, Xinet PDFx & TiffIT, AdSend, Agfa Taipan, Colorbyte ImagePrint, Cannon CLC 700-1180, Xerox DocuColor 12, Epson 10600

INTERESTS AND HOBBIES

Kayaking, Hiking, Skiing, Birdwatching, Nature photography, Gardening, Organic cooking, Geeking

References Available, Upon Request