

Deborah Joanne Rusert

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OBJECTIVE

To secure my future working for a stable company and utilize my computer skills.

SUMMARY

Being employed by Herff Jones for 26 years, my position as PrePress Operator was very challenging and rewarding. This was due to the complex versatility and end results that came with that position. At various times of the year, I was given the added responsibility as a customer service representative. Work was completed on both Mac and PC computers. Since I am a people oriented person, I work well with others as well as being confident to work alone.

EDUCATION

Winona Senior High School, Winona, MN 1970 – 1973
Graduated
Red Wing Technical College
Photoshop Training

WORK HISTORY

Herff Jones, Inc. **PrePress Operator**

September, 1984 – December 31, 2010

Indesign –

Program used primarily for document templates and implementation of files for printing memory books, custom flyers and all other products.

Photoshop –

Graphics program used to prepare artwork submitted by customers for printing. This included color correcting, cleaning, positioning and importing files into templates. Also PDF files were produced to submit to customers for approval.

Quark X-Press –

Previous program used to produce memory books and other products for printing.

Illustrator –

Graphics program used partially for customer files.

Freehand –

Graphics program also used for customer files.

Customer Service Representative

Retrieved emails and responded to customer concerns. Resolved customer concerns and corrected any issues regarding orders.

REFERENCES

Available upon request

