

STEWART C. CUNDY

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512-326-8093 • scundy@sbcglobal.net

EMPLOYMENT

Independent Graphic Designer

April 2010–Present

Graphic Design and Photography

- CD Covers, Business Cards, Posters and Greeting Cards.
- Graphics for PowerPoint Presentations.
- Photography and Photoshop Service.
- Web Design and Management.

Newgen North America/G&S Typesetters

2714 Bee Cave Road, Suite 201 • Austin, TX 78746
512-478-5341

April 1993–April 2010

Project Manager

- Supervise the production of new book titles from publisher to compositor to printer.
- Manage offshore workflow from India to Austin.
- Create and maintain production schedules.
- Organize and track all files using FileMaker Pro.
- Supervise creation and delivery of PitStop-certified, printer-ready PDFs.

Book Pagination

- Produce and design pages for four-color book titles using Adobe InDesign and QuarkXPress.
- Code, edit and process text files using Microsoft Word.
- Manage art and text manuscripts.
- Create certified printer-ready PDFs.

Graphic Design & Production Art

- Design new art for book titles using Adobe Illustrator and Photoshop.
- Scan photos and line art from publisher-supplied copy.
- Modify halftones and line art per publisher requests.
- Organize and track all art files.

Proofreader

- Read monographs word for word.
- Read four-color textbooks for specs and design.

Technical Support

- Install and maintain software for production teams.
- Troubleshoot software and hardware problems.
- Manage shipping via FedEx and UPS.
- Maintain file archive and manage archive database.
- Supervise printer, scanner and copier maintenance.

GSD&M

828 West 6th Street • Austin, TX 78703

512-242-4736

November–December 1995 (Internship)

- Production Art
- Illustration

Serranos Cafe

632 Ralph Ablanedo Drive • Austin, TX 78748-6620

512-328-9200

September 1990–June 1992

- Bar Manager
- Sales and Promotion
- Inventory and Bookkeeping

PROFESSIONAL SKILLS

Graphic Design & Illustration

- Illustration: traditional, vector and pixel
- Book production and layout
- Web graphics and marketing media
- Flyers, brochures, postcards and banners
- Photo editing and modification

Business Management

- Project and Office Management
- Staff Supervision (hiring, training and evaluation)
- Customer Service and Relations
- Quality Assurance
- Graphic Arts Consulting

Software

- Macintosh and Windows
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Acrobat Professional
- EFI Fiery Command Workstation
- QuarkXPress
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- FileMaker Pro
- Logic Pro

EDUCATION

Austin Community College

5930 Middle Fiskville Rd. • Austin, TX 78752

Associate Degree in Commercial Art

University of Texas at El Paso

El Paso, TX 79968