



Susan Norris

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Objective: To contribute 20 plus years of experience in the advertising industry proofreading/editing/translating. Positions I've held for 9 years have also included graphic technician and Project Coordinator.

Software Experience: Preps, InDesign, Illustrator, Photoshop, Scitex Brisque Flashnet Manager, Dalim RIP, Word, Excel

Work Experience:

Present

RR Donnelley

Copy Editor

Proofread all collateral material that includes: POPs, circulars, billboards, SOLs and special projects for our RRD client in both Spanish and English. Scan all materials to ensure the aesthetics are pleasing: kerning, tracking, widows, etc. and also scan to make sure that all product trademarks and disclaimers are correct. Send email to our client's partners for content approval. Maintain database of all files: trim size, SKU numbers, and date of events for ease of file retrieval.

Vertis

Electronic Prepress Specialist

Trained conventional strippers CTP technology. Very high retail clients and large volume printing. Proofread all material before it went on press. Clients included: Krogers, Sears, Walmart, and Kmart to name a few.

Blanks Color Imaging

Trained Scitex operators in the transition to a digital workflow. Trained in all Mac applications: InDesign, Illustrator, Photoshop. Helped in high volume of work in Photoshop creating clipping paths and shadow effects.

Heritage Press:

Digital Prepress Operator

Here is where I gained my prepress skills. Prepress department was just a year old and I brought them the necessary maintenance and computer skills necessary to run an efficient department and in turn they gave me the needed skills to become a prepress specialist.

J. Walter Thompson

Studio Manager

Built collateral materials for this fast paced recruitment advertising agency with very large client basis. I was also instrumental in training and set-up of Macs and PCs. I was also the system's manager and provided administration of all Macs in the studio plus administration of a 40-user Unix system throughout the agency. Being bilingual, I also provided translations of recruitment ads for all of the 20 subsidiaries of J Walter Thompson.

As my enclosed resume reveals, most of my career experience has been as a graphic technician and proofreader. With Spanish being my first language, I have always red flagged copy that I felt was either translated wrong or was too literal in the translation. I have now spent 6-1/2 years at RR Donnelly proofreading both Spanish and English copy. Translations are done by another agency and 99% of the time the client will accept my changes. I have also done translations on a free-lance basis for HUD (30-minute audio/visual) and other clients. I look forward to discussing the position and my qualifications for it in more detail. Thanks for your time and consideration.

Please find attached PDFs samples. For “Upgrade” I prefer, “renovación”, but this is what the client wants. We are now doing a lot of “Spanglish” in the translations for USA which differs for other countries.

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For reference you may call: Gail Obaseki, 214-259-3763, Project Manager for PepsiCo at Tracey-Locke & Partners.