

KENNETH L. GLOVER

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CAREER OBJECTIVE

Desktop Publishing Specialist / Photographer

WORK EXPERIENCE

1999-01 **Alabama Quality Assurance Foundation, Communication Department,
Birmingham, AL**

Desktop Publishing Specialist / Photographer

In charge of production for all AQAF publications, interventions, campaigns, and educational materials.

- Designed/Created graphics and layout for all AQAF publications, interventions, campaigns, and educational materials including the annual report and monthly color magazine (*Quality Perspective*).
- Used 10 years of professional photography experience to generate all photographs incorporated by AQAF. All photos shot with a Nikon Coolpix 950 digital camera and Nikon SB-16 flash.
- Compared in-house printing and folding costs with outside vendors on a job by job basis to achieve the most cost and time effective finished product. In-house jobs printed to a Fiery/Xerox Docu40 and then folded according to size.
- Prepared jobs sent to outside vendors by doing prepress work for one color, two color, and four color jobs. Provided graphics and photographs in the appropriate one color or four color format. Worked with exact templates provided by the vendor to produce complex educational materials. A final laser proof and disk with all graphics, photos, and fonts provided to vendor to ensure the quickest and most accurate final product.
- Proofed all materials using a complex approval process to ensure quality and accuracy of information.
- Handled the various elements needed to mail out monthly/quarterly/yearly publications by obtaining purchase orders, mailing labels, and ensuring the proper envelopes for mailing were available in the needed quantity.
- Responsible for creating unified display pieces that could be mixed and matched according to the project for the 5x5 foot tabletop and 7x7 foot displays.
- Created graphics and layout for a uniform corporate image to be used in the annual report, brochures, educational materials, and display pieces.
- Worked cross platform on a PC and Macintosh using Pagemaker, Photoshop, Illustrator, Powerpoint, Excell, Word, and QuarkXpress.