

Hellene London

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PROFESSIONAL SUMMARY

Hands-on QC Manager with extensive experience in advertising. Track record of improving studio operations. Work effectively and efficiently across all departments to achieve goals on schedule.

TECHNICAL SKILLS

Color Theory

Illustration

Logo Identity

Page Layout

Painting

Photo Retouching

Pre-Press File Preparation

Production

Project Planning

Scanning

Text/Photo Manipulation

Troubleshooting

Typography

Web Element Design

SOFTWARES

(PC & MAC)

Photoshop | Illustrator

QuarkXPress | InDesign

Bridge | FileMaker

Flight Check | Acrobat

AdSEND | Microsoft Office

Font Reserve | Lightroom

References and Portfolio
Available Upon Request

EMPLOYMENT HISTORY

Digital Quality Control Manager, DraftFCB/Area23, NYC

2008–Present

- Head pre-production meetings and create detailed specs for the studio to follow
- Company instructor for Indesign and Acrobat softwares
- Train new studio hires in studio procedures
- Conduct digital quality control reviews for accurate file construction
- Approve final disk releases and address pre-press and production concerns to staff

Prepress/Production Manager, Grey Healthcare Advertising, NYC

2004–2008

- Reviewed initial concepts and develop job specs with Production, ADs, AEs, and Project Managers
- Responsible for quality control reviews, assuring accurate file construction, disk-release approval
- Provided guidance with regards to schedules, printer capabilities, and production concerns
- Reviewed book-ups and proofs against digital mechanicals and specs before leaving studio
- Liaised with print vendors and clients' production teams: be present on press checks when necessary
- Developed studio handbook outlining operating procedures to ensure a higher level of quality control
- Trained new employees how to correctly prepare digital files and on departmental procedures
- Selected to create brand logo for new department at Grey

Senior Graphic Designer, Gordon Brothers, Boston, MA

1999–2000

- Designed and produced advertising, such as direct mailers, posters, print ads, banners and store signage, for a fast-paced retail liquidation company
- Re-designed Web graphic elements for Deals Near You formerly known as SmartBargains
- Assisted Art Director of TV production for liquidation/retail commercials
- Coordinated and designed brochure and advertising collateral for annual high-profile charity event
- Educated other designers regarding pre-press issues

Graphic Designer, ClearChannel/Don Law Company, Cambridge, MA

1999–2000

- Designed and produced weekly ads for music and entertainment industry in a high-energy, deadline-driven environment
- Implemented a more structured method of outsourcing files to newspapers
- Liaised with vendors on print jobs

Graphic Designer, Next Generation Advertising, Waltham, MA

1997–1999

- Designed and produced weekly pitch ads, collateral work, and direct-mail pieces
- Created and implemented production systems for company handbook
- Responsible for training new production artists
- Collaborated with vendors for printed pieces
- Assisted Art Directors with new business developments
- Worked with Production Supervisor to insure department quality control

FREELANCE

Travel Linguist: Multi-language DVD learning-series packaging

James Blake, Pro Tennis Player: Logo identity and branding for upcoming website and tennis club

Blackstone Williams Properties: Marketing collateral: logo identity, letterhead, and business cards

Harvard University: Marketing collateral for the Office of the Provost

The Onion: Art design for an *Onion*-branded tote bag

Carolyn Fok, Artist: Book jacket design of four books of an artist retrospect

Carl Fischer: 10-CD series packaging design, logo for Trade Winds Orchestra, book design

Boston's Children's Hospital: Logos and T-shirt design

Women's Health Resource: Logo identity for Web and print

Newis Real Estate: Marketing collateral: logo identity, letterhead, and business cards

Harborside Inn: Illustrations and graphics for brochure, letterhead, direct-mail, and flyers

CMG Architects: Portfolio book re-design

Corporate Sucker Films: Title logo for feature film *Above and Below*

Wieden + Kennedy: Pre-press file prep: color separations and quality control

EDUCATION

Bachelor of Arts degree, University of Vermont, 1996

Major: Art - Concentration in Graphic Design; Minor: Spanish

ART EXHIBITS

Vermont Art Hop, group show, 1999

Frog Hollow Arts Center, VT, selected by jury, 1997