

## DOCUMENT PRODUCTION SPECIALIST

When your in-house marketing efforts need a boost, or you need to produce high-quality customer support documents, I can help. Unlike an advertising agency, I won't tell you how you should be marketing your products and services. Unlike a designer, I won't spend weeks designing a moving announcement. What I will do is produce top-quality printed documents that reflect your vision, your style, and the integrity of your business.

Every document your customers see reflects on your business. You don't want to lose the respect of your audience when they see typos or low-quality printing in your documents. But quality assurance is more than just catching a misused apostrophe. It's also making your message consistent: graphically, textually, and typographically. Whether your company has established branding standards, or seeks to develop a consistent look and feel, you need an eagle eye to ensure that your standards are observed in every document. With over 8 years of experience producing technical documents, my vision is acutely trained to spot errors in complicated and information-dense materials.

Print costs money, and you want to make sure that every print job is money well spent. With over 5 years of experience with print management, I've shepherded just about every kind of print job through some of Portland's best print shops: from two-color business cards to multi-version catalogs and hardcover books. Whether you work with one printer, or you like to shop around for the best deals, I can help you make sure that every job fits your budget and comes off the press just the way you want it.

I am available for freelance work on a project or temporary basis. Call today for an estimate on your next project. Sliding-scale rates available for non-profits. References, résumé, and work samples available by request.

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## CAPABILITIES

### Document Production

- Catalogs and magazines
- Newsletters
- Flyers
- Technical documents and manuals
- Books

### Quality Assurance

- Proofing
- Editing
- Standardizing
- Preflight

### Print Management

- Estimation
- Paper selection
- Press checks

### Business Mail Management

- Direct mail
- Business reply mail

### Project Management

- Information design
- Content management