

Len Leake
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I am a graphic artist and project manager with over 25 years of experience. Having worked as a designer, pre-press operator and department manager, I have a broad and unique view of any graphics workflow.

From magazine production, consumer packaging, environmental displays to workflows and graphics standards, I have expertise in many areas. With first-hand experience at every step, I can ensure your company's goals are met.

August 2016 - Present

Associate Director, Global Premedia Services, Universal Music Group, Woodland Hills, CA

Manage team of Content Specialists in department responsible for the global graphics supply chain servicing the world's largest music company. Project managed and maintain centralized website serving print designers worldwide with custom built printing templates, global standards and guidelines. Help resolve workflow bottlenecks and maintain communications and relationships with the many record labels under the UMG umbrella. Manage archiving and ingestion systems for various graphic assets.

May 2015 - July 2016

Self-employed, Burbank, CA

Freelance design and pre-press work. Punctual, knowledgeable, well-rounded, and friendly graphic artist at your service. Clients include, Beverly Hills Times Magazine, The Lab Agency, Rose Tarlow Furniture, United Online, and Top Agent Magazine.

April 2005 - April 2015

Pre-press Dept. Manager/Lead Operator, Capitol Press, Los Angeles, CA

Manager and lead operator of pre-press department for boutique printing company. Specializing in highly customized and unique print orders from a variety of loyal customers. Everything from letterpress printing to foil stamped and die cut promotional pieces to brochures and catalogs. Quality work done with pride and a love of the craft.

Assure proper results off press by adjusting customer files, performing color corrections, and building press layouts. Work closely with clientele, Sales, and Print Departments.

Manage and update color controlled workflow, including creation of Harmony curves and workflow adjustments within ORIS proofing system. Template and workflow creation within Prinergy environment. Setup and maintain OS X file server, including backup system.

October 2003 - March 2005

Pre-press Production, Graphic Alliance, Beverly Hills, CA

Pre-press operator for high-end agency servicing the major film and television studios. Work included production of video boxes, posters, ads, etcetera. Projects often requiring die cuts, foils, touchplates, and up to 8 colors. Intensive color work and retouching with an emphasis on quick turnaround times.

July 1997 - October 2003

Pre-press Production, LGraphico (formerly LAFilmco), Burbank, CA

Pre-press operator for high-end pre-press/print house servicing the major film and television studios, including Disney, Universal and Fox. Work included production of keyart, video boxes, posters, billboards, ads, POP displays. Intensive color work, image compositing and retouching with an emphasis on detail at all times.

August 1995 - April-1997

Pre-press Production, Bauer Publishing, Englewood Cliffs, NJ

Heavy color correction work and page assembly on both Macintosh and Scitex systems, very often involving intensive masking and major photo retouching. The fully digital in-house pre-press department supported four separate high-profile magazines: Woman's World, First for Women, Soap Opera Update and Soaps In Depth. Combined, these publications were published 12 times a month creating a very tight deadline schedule.

June 1994 - July 1995

Designer, Bauer Publishing, Englewood Cliffs, NJ

Page layout and design for Woman's World, a leading national weekly magazine. Also provided technical support for the fast-paced publication, which sells an average 1.5 million copies a week. Worked closely with production department.

May 1992 - May 1994

Art Director, Starlog Press, New York, NY

Handled layout, design and production on desktop and traditional paste-up for several national publications. Worked closely with separators and printers. Produced a high volume of design-oriented niche magazines.

June 1990 - March 1992

Art Assistant, Jakel Corporation, New York, NY

Handled imposition layout, design and production for international publication on desktop and traditional paste-up. Maintained files of photo releases, artwork and various correspondence. Trafficked artwork to and from photographers.

Sept. 1989 - March 1990

Assistant Art Director, Cape & Islands Business Digest and Southeastern Massachusetts Business Digest, Hyannis, MA

Handled typesetting, layout, paste-up and darkroom work for two monthly business publications. Maintained typesetter, camera and processing machines while coordinating and maintaining clients' files.

May 1989 - Aug. 1989

Art Assistant, Provincetown Advocate Newspapers, Provincetown, MA

Handled paste-up for three weekly newspapers. Performed stat and half-tone shooting on NuArc horizontal camera and maintained files. Renamed the Provincetown Banner in the year 2000.