

Len Leake
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With over 30 years of experience, I have developed the following set of well-rounded skills:

- Music industry standards, practices, and workflows. (For both physical and digital releases.)
- Developing and maintaining client relationships
- Workflow development and documentation
- Expert knowledge of graphics and graphics standards and workflows
- Web-based systems and standards
- Supportive management style based on skill-set development

Applications and tools:

- Microsoft Office, including advanced Excel and Powerpoint skills
- Adobe Suite, including expert knowledge of Photoshop, InDesign, and the PDF standard
- Various web-based applications including CMS Joomla! and Microsoft Teams
- Advanced FileMaker Pro database creation and implementation

I have always been able to quickly learn new systems and standards. Detail oriented with an eye on the bigger picture. Education, communication, and efficiency are the cornerstones of my career.

May 2019 - Present

Director, Graphic Operations, Universal Music Group, Woodland Hills, CA

Manage team that services the various record labels owned and distributed by UMG, including but not limited to Capitol Records, Disney Music Group, Republic, and Interscope. Manage the graphics supply chain for both physical (CD, vinyl) as well as digital (iTunes, Spotify, etc.) releases. Oversee the global distribution of graphics assets while also gathering KPI data with a results-oriented approach.

Work closely with all North American labels in resolving manufacturing issues. Built and maintain centralized sharepoint containing department's documentaion, including flowcharts, standards, and contacts. Responsible for developing and maintaining department databases, internal billing, and print graphic archives.

Comprehensive understanding of the metadata and graphics workflows and systems used globally in support of the creation and distribution of both physical and digital releases. This includes R2, DART, B2B, Aspen, Aspera, DiGS, RWS, Legacy, and Milestone.

Designed, produced, and re-built UMG's global print template website from the ground up. This website provides global standards, guidelines, and help to the labels and their internal and external print designers.

August 2016 - April 2019

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

Manage directly under the Senior Director for department responsible for global graphics supply chain servicing the world's largest music company. Produced and maintain UMG-Design.com, a centralized website serving print designers worldwide. Maintain and develop graphics standards and workflows.

May 2015 - July 2016

FlareGraphics, 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.

Latest technologies used in pre-press preparation. Entire Adobe Suite, Pitstop, Kodak Prinergy EVO, Preps, Harmony, ICC Color Management, ORIS Proofing system, OS X Server.

October 2003 - March 2005

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

Mac operator for high-end pre-press/print house servicing the major film and television studios. Work included production of video boxes, posters, ads, etcetera. Projects can require 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, LAgraphico (formerly LAFilmco), Burbank, CA

Mac operator for high-end pre-press/print house servicing the major film and television studios, including Disney, Universal and Fox. Work includes production of keyart, video boxes, posters, billboards, ads, standees. Projects requiring die cuts, foils, touchplates, projection film, and 5th, 6th, or up to 8 colors. 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 with 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. Since 2000 renamed Provincetown Banner and The Advocate.