

Jennifer M. McCleary

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jenmccleary.com/design

print design

book and academic journal covers

report and magazine layout

EDUCATION

University of Pennsylvania, Philadelphia, PA (December 2008)

Master of Liberal Arts, custom interdisciplinary studies in Art, History, and Society

University of the Arts, Philadelphia, PA (September 2005)

Certificate in Print Design, Continuing Education Program

Tyler School of Art of Temple University, Philadelphia, PA (May 1999)

Bachelor of Fine Arts, Painting and Printmaking (Magna Cum Laude)

TECHNICAL SKILLS

PC and Mac, Adobe CC2017 (Photoshop, Illustrator, InDesign, After Effects, Acrobat), Wordpress,

Microsoft Office Suite (Word, Excel, PowerPoint), Digital SLR Photography

EMPLOYMENT

Jen McCleary Art & Design (January 2007 – July 2013 [part-time]; July 2013 – Present [full-time])

Artist, Designer, and Sole Proprietor

- Specializing in academic journal and book cover design, as well as magazine/report layout design and typesetting. Other projects include logos, promotional postcards, infographics, custom digital collages, web graphics, and more. Clients include Taylor & Francis, Cambridge University Press, Oxford University Press, the Annenberg School for Communication, and Pelgrane Press.
- Freelance academic production editor– manage entire production process from manuscript to print and online product for academic journals. Coordinate and communicate with authors, editors, freelancers, typesetters, and printers to ensure timely production of text and artwork in accordance with print specifications and budgeted schedules.

Annenberg Public Policy Center of the University of Pennsylvania (June 2006 – July 2013)

Graphic Designer

- Sole in-house designer responsible for all print and web design projects.
- Created logos, brochures, DVD packaging, posters, book covers, presentations, reports, publications, large banners, and other print graphic materials to meet requirements of project managers.
- Worked with a team of web programmers and content developers to create and implement layout, functionality, and graphics for all project websites, internal electronic presentations, and email newsletters. Assisted web programmers with management of website content using Wordpress CMS. Monitored and updated site graphics as needed.
- Collaborated with a team of programmers and writers to develop graphics and animations for online educational games and videos.
- Ensured brand consistency across projects and maintain archive of logos and stock photos. Retouched photos as needed.
- Worked with outside printers to ensure successful and cost-effective completion of projects.

Taylor and Francis Group, LLC (November 2000 – June 2006)

Production Supervisor (most recent position held)

- Created new journal covers and other print materials. Maintained cover file archives, reworked problematic cover files, preflighted files, and worked with printers to ensure correct printing.
- Coordinated with freelance graphic designers, staff, and journal editors to produce new journal covers and other materials within specifications and budgets.
- Ensured quality printing of color artwork in all journals. Trained and supervised Production Department staff with technical issues relating to printing of color art and use of Adobe Photoshop, Adobe Pagemaker, and Adobe Acrobat to generate print-quality files.
- Managed production of academic journals from initial manuscript to online and print publication. Communicated with authors, editors, freelancers, typesetters, and printers to ensure timely publication.

References available upon request