

James A. Carswell

1417 Parkcrest Dr. ,  
Waterford, MI 48327

This letter is to introduce myself and to let you know of my interest in becoming a part of your company. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge.

In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any company goals. My positive attitude and willingness to give 150% makes me a valuable asset to any organization that would employ me. I am confident that my skills will be an asset and have a favorable impact in your organization.

I look forward to hearing from you in the near future and hopefully to schedule an interview in which I hope to learn more about your company, its goals and plans and how I may be able to contribute to its continued success and growth.

Thank you for your time.

Warm Regards,  
James A. Carswell

# JAMES A. CARSWELL



1417 Parkcrest Dr.  
Waterford, MI 48327



(248) 408-0622



jcarswell@jallandesigns.com



## Objectives

My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth. I am an Experienced System Administrator specializing in PDF workflows for the Advertising/Direct Marketing/Publishing Industry with 20+ years of extensive knowledge maintaining and networking Apple products.



## Skills & Expertise

Dalim Dialogue & TWiST workflows, Help Desk support, iPad, iPhone, Mobile Technology, Workflow Diagrams, Workflow Management, Corporate Training, Mac OS-X, Macintosh Hardware, Mac OS-X Server, Pre-Press, Adobe Creative Suite: InDesign, Photoshop, Illustrator, Acrobat, Microsoft Office Suite: Word, Excel Power Point. Quark Xpress, Graphic Design. Hardware and Software Purchasing., Adobe Volume Licensing. Corporate iTunes & iCloud accounts. Apple Volume App Licensing.



## Work Experience

### Systems Administrator Save on Everything

May 2010 to July 2014

Responsible for effective provisioning, installing/configuration, operating, and maintenance of system hardware and software and related infrastructure. To ensure that system hardware, operating systems, software systems, and related procedures adhere to organizational values.

Assist project teams and departments with technical issues in the Initiation and Planning phases of our standard Project Management Methodology. These activities include the definition of needs, benefits, and technical strategy; research & development within the project life-cycle; technical analysis and design; and support of operations staff in executing, testing and rolling-out the solutions. Participation on projects is focused on smoothing the transition of projects from development to production by performing operations activities within the project life-cycle.

Lead Project Manager of Dalim Dialogue and TWiST workflow servers including planning, implementation/roll out, project tracking and training.

Accountable for the following systems: Dalim ES Dialogue & TWiST workflow systems; Mobilecho Cloud based solution, Mac OS-X Servers and Desktops, Application systems and Asset Management; Responsibilities on these systems include SA engineering and provisioning, operations and support, maintenance and research and development to ensure continual innovation.

## PrePress/PreFlight Manager Save on Everything

September 2003 - May 2010

Responsible for the day to day functions of the Prepress Department, working side by side with the Art Department, Sales Departments and Printers to guarantee a smooth work flow and timely delivery of all products. Including but not limited to the following: Flight checking of all art work and related documents looking for proper file formats, resolutions, and color set ups. Proper font management, trapping of all required artwork, layout and pagination of each magazine and the creation of press ready PDF's for multiple monthly publications.

Design of new ad from scratch from client provided layouts for multiple publications..

## Designer/Owner J. Allan Designs

2001 - 2009

2006 – HomeTown Values Magazine – Create two monthly 16-page publications for HomeTown Values Magazines for the Farmington Hills and Livonia areas. Responsible for all art work and ad creation for each magazine, about 40 ads per magazine per month. Pagination of both magazines along with preparing and sending of press ready PDF's to the printer.

2001-2004 – Calypso Bay Brand Juices – Created a full corporate identity for Calypso Bay Brand Juices including corporate logo, business cards, letter heads, product packaging, display booth signs and banners, juice dispenser signage and labels. Which are distributed world wide.

## Digital Image Manager ACME Platemakers, Inc.

January 2001 - March 2002

Responsible for the day to day functions of the creative department, including but not limited to the following: Flight checking of all art work and related documents looking for proper file formats, resolutions, and color set ups. Proper font management, trapping of all required art work, layout and pagination for proper film out put of required materials.

Design and pagination of special request items from clients.

Maintenance of all computer equipment, Archiving of all client file



## References

Jeffrey DeGasperi  
Operations Director at Juggernaut LLC

It was a pleasure to work together with Jim, who was an efficient and detailed System Administrator. He is very thorough in everything he does and can be depended upon to get the job done. Jim is extremely enthusiastic (geeky) about his work which is infectious. Give Jim any challenging tasks, the ones that everyone else is struggling with, and he will figure it out and get it done. Jim was one of the most valuable members of our team and our company. I have always felt he was one of the best team mates I have ever had the privilege of working with.

November 12, 2013, Jeffrey managed Jim at SAVE On Everything



## Education

### Grand Valley State University

1989 - 1991

Business Administration

### Oakland Community College

2001-2003

Associates of Arts in Graphic Design

Examples of workflow diagrams, project planning, technical writing  
and iPad training materials available at [www.jallandesigns.net](http://www.jallandesigns.net)