

Glenda Kitchens

Prepress Manager

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Stone Mountain, GA

Summary

Prepress and print production leader with experience supervising staff, managing digital workflows, approving files, and delivering accurate print-ready materials on deadline. Background includes job assignment, team training, color correction, vendor coordination, and production support across print, signage, branding, and high-volume corporate environments using Prinergy, Preps, and Fiery.

Work experience

Self-employed

Associated Graphic Design, Inc • Stone Mountain, GA

September 2024 to Present

- Managed prepress and print brokerage workflows for signage, banners, and branded materials.
- Prepared print-ready files and coordinated production details to support accurate final output.
- Approved files before production to reduce errors and support quality standards.
- Managed deadlines across multiple client projects while balancing design and production needs.
- Created visual assets, websites, and brand materials for clients across multiple project types.

Administrative Assistant

National Vision Inc. • Lawrenceville, GA

January 2022 to September 2024

- Supported office operations, project coordination, and document management across teams.
- Maintained organized records, schedules, and supply processes to keep daily work on track.
- Assisted internal stakeholders with administrative support and customer-facing communication.
- Helped coordinate print and digital materials with creative and operational teams.

SR. On-site Specialist

RICOH AMERICAS USA, INC. • Atlanta, GA

January 2018 to December 2020

- Oversaw digital print workflow and front-end file processing using Fiery to improve production efficiency.
- Assigned jobs based on production needs and supported smooth workflow across active orders.
- Approved job setup and file processing steps to support accurate output and fulfillment.
- Coordinated shipping, inventory flow, and logistics for training materials across global locations.
- Worked with vendors to secure pricing and delivery schedules that supported operational goals.

Graphic Designer

SEMPER INTERNATIONAL • Atlanta, GA

January 2009 to December 2018

- Created print-ready graphics and prepared files for production using Prinergy and Preps.
 - Supervised staff on design and production tasks to keep projects moving on schedule.
 - Trained team members on file setup, layout standards, and print production requirements.
 - Directed banner, signage, and advertising projects from concept through final delivery.
 - Managed project deadlines while maintaining quality across marketing and packaging materials.
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Education

Graphic Design (Bachelor of Science)

Full Sail University

January 2015 to December 2015

Graphic Design (Associate of Arts)

Art Institute of Atlanta

January 1999 to May 2002

Advertising Design Graphic Design (AA BA)

The Art Institute of Atlanta

January 1980 to December 1982

Skills

Prepress

Print production

Prinergy

Preps

Fiery

File approval

Staff training

Job assignment

Deadline management

Print quality control

Languages

English • Professional working proficiency

Certifications

Adobe Photoshop

Present

Adobe Certified Associate

Present

CIW Web Design Specialist

Present

Next Press Operator

Present

Adobe Dreamweaver

Present

AutoCAD

Present

Indigo Press Operator

Present

Certified Graphic Designer (CGD)
Adobe Certified Professional (ACP)
Visual Design Certification
UI Design Certification
Certified Web Designer (CIW)
Adobe Certified Expert
UX Design Certification
Google Analytics Certification

Licenses

Driver's License