

RYAN GALLAGHER

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Objective

Work in a demanding environment with production-oriented team that will help both define and direct my compulsion to perpetually increase the scope and depth of my skills, particularly with regard to web- and device-based publishing workflows.

Skills

- ✘ **Publishing:** editing long and short documents in a various and sundry electronic formats; preparing for print, XML-based and/or other deployment
- ✘ **Design and printing:** publications, advertising, brochures, internal documents, forms, packaging. Performed prepress functions, file preparation and proof checking
- ✘ **Administrative:** Typed, edited and managed reports, manuscripts, brochures, depositions, presentations, manuals and user guides, bylaws and articles of incorporation, whitepapers
- ✘ **Transcription:** >450 hours of audio and video recordings for legal, nonprofit, financial, public relations, media, and real estate firms
- ✘ **Clients:** As a freelancer, these included [Crimson Life Sciences](#), [Meraki Inc.](#), [Mitchell Kapor Foundation](#), [Urban Revision, LLC.](#), [Shelton Studios](#), [Marcus & Millichap](#), [Athletic Nation](#), [Pacific Coast Bankers Bank](#), [Visage Mobile](#), [Sullivan Int l. Group](#)
- ✘ **Reprographic:** Copying, collation, insertion, scanning, CD and DVD reproduction, litigation support, oversize documents & blueprints, photo/color prints, bindery, folding, cutting, lamination, drilling, and so on
- ✘ **Wholesale:** managing perishable commodity orders; loading/receiving; booking air cargo
- ✘ **Communications:** e-mail admin, telex, phones/front desk/switchboard (PRI)
- ✘ **POS:** Accepting donations and payments for merchandise, invoicing, light inventory
- ✘ **Direct Mail:** Managing mailing lists, preparing drop shipments

Software

Adobe Illustrator CS4
Adobe InDesign CS4
Adobe Acrobat 9
Quark xPress 7
MS Word, Excel, Access
Adobe FrameMaker 8

Adobe PhotoShop CS4
Adobe Dreamweaver CS4
HTML/CSS
Harlequin RIP
ScanSoft PaperPort 11
MakeReady Express

Equipment

digital and tape recorders
Canon, Ricoh, Océ, Xerox,
KIP, Konica, and other
reprographic machines
scanners
scales

bindery equipment
paper cutter, drill, folder
CD/DVD duplicator
forklift
postage, counting, &
other mailing
equipment

Work Experience

Sept 2006 - current	Ryan Gallagher Design & Document Services	San Francisco, CA
Freelance design, publishing, editorial & administrative services		
Sept 2006 Nov 2007	Semper, LLC	San Francisco, CA
Reprographic temp work		
May 2007 Jan 2008	P&T Flannery Seafoods, Inc.	San Francisco, CA
Assistant Floor Manager		
Dec 2005 May 2007	Whole Foods Market	San Francisco, CA
Team member		
May 2004 Dec 2005	Copy Station, Inc.	Oakland, CA
Key Operator		
April 1999 Jan 2004	Nonprofit church organization	San Francisco, CA
Communications Office Director		

Education

1993-1997 **Golden Gate Apple School** **El Cerrito, CA**
✘ High School Diploma

References

Available upon request