COURTNEY ANDUJAR

courtney.andujar@gmail.com
http://courtneyandujar.com
+ 1 210 845 7751

EXPERIENCE

PRODUCTION MANAGER
OR BOOKS • New York, NY • September 2011–Present

ASSOCIATE PRODUCTION MANAGER & DESIGNER
THE OVERLOOK PRESS • New York, NY • March 2010–September 2011
Designed book covers and jackets (including mechanicals)
Organized, maintained and oversaw production materials and schedule for 100+ titles a year, ensuring deadlines were met in a fast-paced environment
Prepared text, insert, cover and jacket files for press and approved final proofs
Hired, directed and oversaw freelance designers while acting as a liaison between the designers and editorial department
Created front and back matter
Sourced and negotiated pricing for stock images
Liaised with domestic and international printers and foreign publishers
Processed invoices and issued purchase orders and shipping instructions
Edited and retouched photographs

GRAPHIC DESIGNER
PROFESSIONAL WOMEN PHOTOGRAPHERS • Brooklyn, NY • 2010
Designed and laid out *Imprints Magazine* (published tri-annually)

DESIGN EDITOR
ANALECTA, THE UNIVERSITY OF TEXAS'S LITERARY AND ART JOURNAL
Austin, TX • 2006–2009
Created layout for the text and cover
Selected pieces featured in the journal

EDUCATION

B.F.A. STUDIO ART
THE UNIVERSITY OF TEXAS AT AUSTIN • 2005-2009
University Honors 2008, 2009
Awarded two research fellowships, traveling to both Hungary and Peru

MEDITERRANEAN CENTER FOR ARTS AND SCIENCES • Syracuse, Italy • 2009
Study abroad program focused on advanced photodocumentation

LICEO ARTISTICO STATALE BRUNO MUNARI • Cremona, Italy • 2004–2005
Studio art program with a focus on sculpture and drawing

SKILLS

Layout, typography
Experienced in InDesign, Photoshop, Illustrator CS5 • Quark 9
Microsoft Office Suite • Final Cut Pro
Image manipulation, color correcting, spotting negatives
Medium and large format film cameras as well as digital SLRs
Darkroom setup and use (including wet color)
Lithography, intaglio, drawing, ceramics, painting
Dual citizenship: United States and European Union

References available on request.