

Lakshmeesha G

Senior Global Publishing Coordinator

Target Assignments!

- ❖ Project Manager
- ❖ Quality Assurance
- ❖ Publishing Manager
- ❖ E-Publishing
- ❖ UX Design
- ❖ Documentation

Reach out at!

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★★★★★ Awards! ★★★★★

- 🏆 Best Attendance Award – MacMillan India Limited
- 🏆 Best Employee Completing 5 years – Unilog Content Solutions Pvt. Ltd.

Clients Handled!



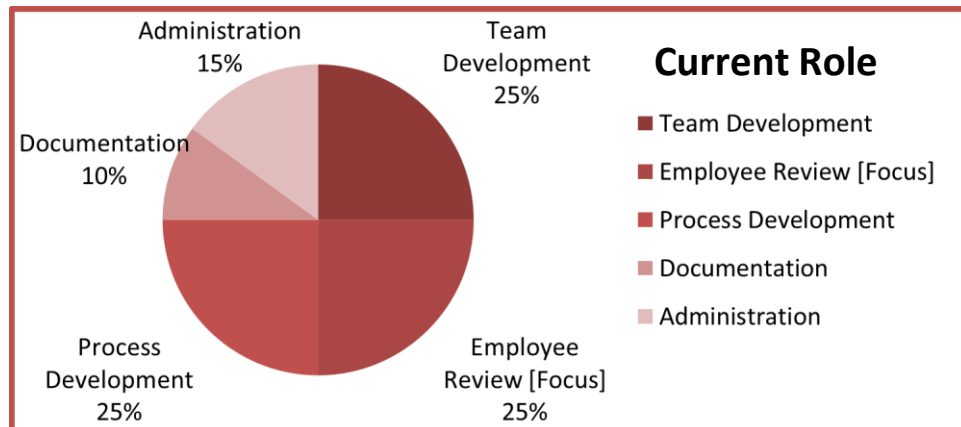
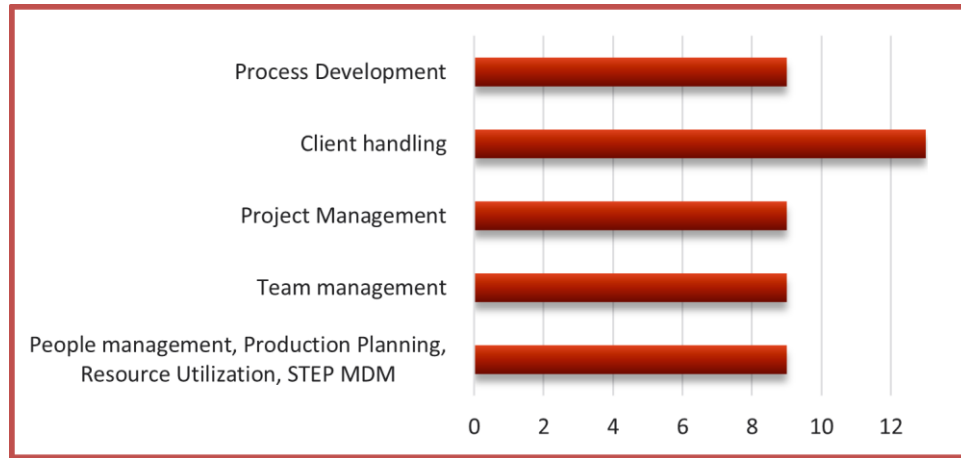
Work Experience!

- ✓ Unilog Content Solutions – STIBO Systems
- ✓ SR Nova Pvt. Ltd.
- ✓ Klub Class
- ✓ Macmillan India Ltd
- ✓ Shreeniketan Graphics Impression

AREAS OF EXPERTISE

- Expert in publishing “Project Management, People Management, Production Planning, Resource Utilization, KPI, SLA, STEP Master Data Management(MDM)”.
- Familiar with “UX Designing, Infographic, Marketing Collaterals, Journals, Books, Basic Technical Writing, JIRA Ticketing, and Confluence.
- Industries and domain familiarity: Publishing pre-press and printing, UX Design on mobile and web.
- **Software Skills:** Sketch App, Flinto Prototype, Adobe CC: InDesign, Photoshop, Illustrator, Acrobat, FrameMaker, RoboHelp, Dreamweaver, SnagIt, Flash, CorelDraw, QuarkXPress, Affinity Designer, and Affinity Photo.
- Handled a team of 25 professionals.

Expertise V/S Experience in Number of Years



Education + Certifications

- Diploma in Printing Technology from Government Institute of Printing Technology – Bengaluru
- Special Training on Printing Industries: Universal Print Systems (Pre-Press), Deccan Herald (Pre-Press and Web Printing) Sri Kumar Agencies (Offset, Gravure Printings and Cylinder Making), K.K. Colors (Flexo, Gravure Printing)
- UX Designing from Mobignosis 2016
- DTP course from Nutech Computers 2002

Company	Roles and Responsibilities
Unilog Content Solutions – STIBO Systems	<ul style="list-style-type: none"> • Ensured projects were delivered on-time, within scope and within budget • Trained the development team in self-organization and cross-functionality • Removing impediments to the development team progress and helped the development team to create high-value products • Facilitated meetings (Internal/ External) and managed “Project Deliverables, Relationship and Communication with all Stakeholders” • Worked with team and publishing project/ release plan and agreeing approach to deliver within the planned release schedule • Performed risk management to minimize project risks • Provide regular, constructive feedback to team members • Coaching/ Mentoring the team and participated in organizational initiatives • Motivated the team in creating new ideas to perform daily activities • Developed a detailed project plan to track progress as well submitted report and escalated to management as needed • Created and maintained comprehensive project documentation • Measured project performance using appropriate systems, tools and techniques along with review of employees and rating based on monthly performance • STEP MDM: “Attribute, Hierarchy, Classification, Hotfolder • Trafficking with client over the job status from “US, UK, Japan and Translation Agency”
SR Nova Pvt. Ltd.	<ul style="list-style-type: none"> • Handled template settings for overseas books for customers like “McGraw Hill Ryerson, Crowood Press etc.” • Image editing and recreation of images • Working towards meeting of TAT
Klub Class	<ul style="list-style-type: none"> • Handled template settings for “Pharmaceutical firms, Ranbaxy, Nova, etc.” and image editing and recreation of images and designed catalogs and brochures for print and web
Macmillan India Ltd	<ul style="list-style-type: none"> • Monitored and allocated the work flow • Created templates for cover pages and raised work related queries to the concerned team leader and manager and designed “Adds, Back Matters (like contents, author index) etc.” as per the styles and specifications of the respective publishers • Provided training for fresher’s and incharge of cover team department
Shreeniketan Graphics Impression	<ul style="list-style-type: none"> • Incharge of pre-press and printing division and m • Monitored and allocated the work flow for printing • Costing and estimation pre to post press production unit

