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**GRZEGORZ "GREG" NICZKE**

20 SEAMAN AVE. 4J

NEW YORK, NY 10034

greg@niczke.com  
ph./msg. 917.348.4931

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**POSITION SOUGHT:**

**Approval Coordinator**

**EMPLOYMENT HISTORY:**

10 YEARS OF DESKTOP EXPERIENCE

**PDM Litho, NYC**

Oct. '05 - Jun. '06

DTP/prepress operator in a printing company rendering services to demanding customers such as Condè Nast, Clarins, Showtime, Victoria's Secret, Kenneth Cole, BlackRock Investments.

**Ruder Finn Printing Services, NYC**

Apr. '03 - Jan. '05

Preparing in-house and external jobs on Mac and PC at a printing division of a large public relations firm. Client roster included Novartis, Affymetrix, New York Philharmonic, Brooklyn Academy of Music.

**Seybert Nicholas, NYC**

Nov. '02 - Apr. '03

DTP/prepress operator at a largest printing house in Manhattan; preparatory work on SEC-mandated publications.

**Col-Pal Press, Long Island, NY**

Jun. '01 - Jul. '02

DTP/prepress operator, computer systems administrator at a mid-sized printing enterprise.

**SKILLS AND ABILITIES:**

Bridging the gap between creatives' output and requirements of offset printing technology by ways of:

*Preflight* – checking for completeness and adequacy of submitted resources, presence of bleeds, color definition appropriate for printing job specifications.

*Document editing* – all major DTP applications and PitStop (PDF) on both Mac and PC. Typographic work required to accomplish the tasks such as executing last minute changes and versioning. Placing images. Sorting out font issues. Introducing rich blacks, varnish and bump plates; creating dies. Changing objects' separation attributes.

*Image processing* – performing individually-optimized capture on drum and flatbed scanners, global or localized contrast & color balance adjustments, sharpening, retouching, silhouetting, creating drop shadows, setting up multitoners.

*Quality assurance* – inspecting film or plates on a light table for color break-up, presence of traps, printer's marks, bleeds, halftone and type quality. Assessing calibration status of output by interpreting control bars. Calibrating monitors and imagesetters using precision optical measurement tools and color management software.

*Asset management* – maintaining shop-specific ]of organization of files and corresponding paperwork. Archiving and retrieval of jobs with Retrospect.

**EDUCATION:**

currently enrolled part time in a BA program at the School of General Studies, Columbia University