

LESLEY RIPPON

"Strive not to be a success,
but rather to be of value."

- Albert Einstein

CONTACT

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 [Martini Media](#)

 [LinkedIn](#)

EDUCATION

Bachelor of Arts, Journalism 1994
(minor studies in creative writing)
CALIFORNIA STATE UNIVERSITY,
NORTHRIDGE | Northridge, CA

EXPERTISE & SOFT SKILLS

- Project Management
- Writing
- Copy editing and proofreading
- Design tools: Adobe CC:
InDesign, Illustrator, Photoshop,
Lightroom; also Canva
- CRM
- Google Suite
- Time management/thriving under
multiple, intersecting deadlines
- Strong collaborator who works
well with others
- Finely-honed sense of discretion
and the need for confidentiality

OTHER INTERESTS

- Volunteering my time as a social
media content creator for local
community and non-profit groups
- Animal photography & advocacy
- Blogging
- Collecting books as a hobbyist
home librarian
- Taking online illustration and
design courses

Dynamic, adaptable professional with a strong foundation in project management, writing and editing, and collaborative creativity. Seeking to leverage my diverse set of skills and my love of working at Bucknell to transition into an expanded role that allows me to contribute in a more measurable and impactful way.

EXPERIENCE

Strategic Philanthropy Coordinator | Bucknell University

2022-present

Lewisburg, PA

Perform creative, administrative, and event planning support for three SP directors and their teams, as well as the broader group of fundraisers as needed. Multitask and prioritize concurrent but often disparate projects to collaborate in a timely and effective manner that enhances the productivity of each person the position supports.

- Provide daily operations support overseeing various tasks including scheduling staff, faculty, donor, and University leader meetings on and off campus, managing calendars, arranging catering, booking travel, editing/proofreading copy, organizing conferences and webinars.
- Create [elevated print and digital documents](#) from design conception through final production for pieces like stewardship reports, Milestone Reunion newsletters, smaller-scale proposals, guest itineraries, leave-behinds, slide decks, and infographics.
- Enter and retrieve Top Gift donor and ICP information within CRM. Curate and distribute personalized gift baskets and other thank you gifts for visiting top donors and their families.
- Organize and maintain UA's resource station and associated document drives so campaign information remains current and easily accessible for development officers. Oversee a small library of physical materials including leave-behinds, small donor gifts, and resource books.

Production Director | Playboy Magazine

2012-2020

Beverly Hills/Westwood, CA

Quad Graphics, Inc. (the job was outsourced to Quad): January 2016 - March 2020

Playboy Enterprises, Inc.: January 2012 - December 2015

Scheduled, produced, and delivered on time and within budget more than 100 print projects and their digital counterparts including monthlies, bimonthlies, collectors editions, coffee table-style quarterlies, and hardcover photography books.

- Oversaw the scheduling, layout, and physical makeup of all issues. Advised corporate and creative teams on production and press options. Made ongoing manufacturing and layout recommendations based on efficiency, quality, and budget.
- Responsible for the technical accuracy of all pages from layout and design through file delivery to press. Fit, styled, and proofread copy, placed images, managed color palettes and fonts, and cleaned up design construction for accuracy and best practices.
- Estimated and quoted all gimmicks/special sections for clients and staffs.
- Created digital issue versions for content partners including Apple, Kindle, and Nook.

Weider Publications | American Media, Inc.

Woodland Hills, CA

Senior Production Manager

2003-2011

Production Manager

2001-2003

Muscle & Fitness, M&F Hers, Jump, Prime Fitness, Shape, Shape Cooks

Grew an internship into a senior production manager position via a strong work ethic, an ability to quickly learn new skills, knowing when to lead vs. assist, and having the interpersonal skills necessary to partner successfully with all company departments.

- Managed West Coast production staff and both intraoffice and bi-coastal workflows.
- Determined book sizes, layouts, form breaks, and advertising placements.
- Served as the production project lead for new title launches
- Teamed with art directors to review color, images, and layouts to ensure the highest-quality products possible.
- Provided final signoff at press on all editorial and advertising pages.