

# James Gleason

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## SUMMARY:

A highly motivated, organized and creative professional with proven years of experience and expertise as a Marketing/Proposal Manager and Graphic Designer. Proven ability in RFP review, planning, production and design, and delivering compliant proposals within a fast-growing environment in the AEC industry, including presentation development.

## TECHNICAL SKILLS:

- Proposal Management
- Proposal Design
- Graphic Design
- Adobe Creative Suite
- InDesign
- Photoshop
- Illustrator
- Social Media
- HTML/Dreamweaver
- Microsoft PowerPoint  
Presentation Design
- Microsoft Excel & Word

## PROFESSIONAL EXPERIENCE:

**CP Engineers**, Sparta, NJ  
*Marketing & Proposals Manager*

August 2023 - Present

The Marketing & Proposals Manager for a multi-discipline engineering consulting firm specializing in civil, water, MEP, environmental, architectural and applied sciences.

**Di Cara | Rubino Architects**, Wayne, NJ  
*Marketing Coordinator*

November 2022 - August 2023

The Marketing/Proposal Coordinator for a industry leading architectural firm providing a full range of design services for clients almost exclusively within the educational sector.

- Received, prepared, coordinated, designed, assembled, proofread, submitted, and tracked all responses for Requests for Proposals/Qualifications (RFP & RFQ)
- Worked with firm principals to develop strategies on proposals and presentations, hands-on planning, and development of client-specific responses to RFPs, and interview preparation
- Created all marketing materials such as project sheets, resumes, brochures and presentations
- Graphic design for presentations, proposals and marketing materials

- Developed/design and maintenance of company online presence, including firm website and social media channels
- Organized, facilitated and performed photoshoots with clients
- Organized, created and submitted award submissions
- Coordinated and attended conferences and conventions in Atlantic City

**KS Engineers, P.C.**, Newark, NJ

February 2017 - November 2022

**Graphic Designer/Proposal Coordinator**

The Graphic Designer/Proposal Coordinator within the marketing/proposal department for a top-ranked civil engineering, survey, and construction management firm.

- Worked with senior engineers, project managers and marketing managers to develop/design and prepare and assemble materials for the submission of proposals (RFP's and RFQ's). Materials included covers, resumes, organizational charts, tabs, maps, project sheets, project approach, write-ups and forms which followed to RFP specifications with detail and accuracy.
- Designed business development materials including brochures, banners, folders, tri-folds, posters, trade-show materials, trade publication advertisements and email announcements.
- Worked with senior leadership and project managers to develop and prepare PowerPoint presentations for short-list presentations and business development opportunities.
- Led the initiative of branding the firm in its new corporate headquarters in Newark, NJ. Design comprised of all office artwork, glass graphics, and vinyl wall coverings.
- Designed business cards, letterheads, logos, employee badges and awards/plaques.
- Collected, organized and archived project photos.

**Life & Leisure**, Lincoln Park, NJ

September 2015 - January 2017

**Graphic Designer**

Creative direction over the graphic design and layout of all advertising for Life & Leisure, a Northern NJ based advertising agency.

**Dex Media/Verizon**, Paramus, NJ

August 1991 - May 2015

**Graphic Designer**

Graphic Designer for the Dex Media sales office in Paramus, NJ. Worked independently with media consultants, sales managers, marketing and clients as the main resource in advertising.

**EDUCATION:**

Montclair State University

**Bachelor of Arts (B.A.), Graphic Design**

Art Institute of Pittsburgh

**Diploma - Web Design & Technical Web Development**