

James Gleason

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SUMMARY:

Creative and professional graphic and web designer with extensive experience in advertising while partnering with sales in a corporate and technical environment. Reliable team player with outstanding customer service, communication and organizational skills. Successfully created print and digital designs using the Adobe Creative Suite under tight deadlines. Proven ability to take assignments and deliver desired and effective results for clients.

TECHNICAL SKILLS:

- Graphic Design
- Adobe Creative Suite
- InDesign
- Photoshop
- Illustrator
- QuarkXPress
- Logo Design
- Web Banner Ads
- Front End Web Development
- Dreamweaver • HTML
- CSS • SEO • JavaScript
- Responsive Website Design
- Microsoft PowerPoint Presentations
- Microsoft Excel
- Microsoft Word

PROFESSIONAL EXPERIENCE:

KS Engineers, P.C., Newark, NJ
Graphic Designer

February 2017 - Present

Graphic Designer in the marketing department for a top-ranked engineering, survey, and construction management firm.

- Designing promotional materials including brochures, banners, folders, tri-folds, posters, trade-show materials, trade publication ads and email announcements.
- Working with project managers and marketing to develop and prepare materials in support of the submission of proposals (RFP's) including covers, resumes, organizational charts, and other graphics with detail and accuracy.
- Working with project managers to develop and prepare PowerPoint presentations.
- Designing business cards, letterheads, employee badges and awards/plaques.
- Collecting, organizing and archiving project photos.

Life & Leisure, Lincoln Park, NJ
Graphic Designer

September 2015 - January 2017

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

- Created ads, newspaper layouts, logos, inserts and direct mail from concept to completion.
- Presented and organized concepts clearly and effectively for ad campaigns.

- Developed an understanding of clients business and marketing objectives while creating cost effective solutions that met customer expectations.
- Liaisoned with vendors to ensure the highest quality and accuracy of printed materials.
- Processed, prepared, archived and managed electronic art files.

Dex Media/Verizon, Paramus, NJ
Graphic Designer

August 1991 - May 2015

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.

- Collaborated directly with media consultants to effectively formulate advertising strategies and designs to meet customer needs & increase revenue for both company and client.
- Partnered with the marketing department to create collateral material for media consultants, including sell sheets, folders, brochures, proposals, posters and flyers.
- Worked independently in a fast paced and intense deadline-driven environment with emphasis on production, accuracy, creativity, turnaround and quality-control.
- Surpassed required productivity standards, metrics and performance goals based on production numbers, design quality, and media consultant and client feedback.
- Advised and supported new media consultants in the procedures of submitting ad requests, digital specs for outside vendor art, copyright laws, company ethics and standards.

EDUCATION:

Art Institute of Pittsburgh - 2010 – 2012

Diploma - Web Design & Technical Web Development

45 Credits, GPA 4.0 - HTML, CSS, PHP, MYSQL, UXD, JavaScript, Wireframes

Montclair State University - 1987 – 1990

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

SELECTED TESTIMONIALS:

"I have had the privilege to work with James for the last 3 years as my Graphic Designer for my Sales Division and team. James is an extremely talented artist whose designs have consistently delivered positive results for our company and more importantly our clients! James is the consummate professional who is a team player possessing a wonderful attitude and is always stepping up to help out with the highest quality of work even under pressure of tight deadlines! James has been a tremendous asset to our company and is a highly valued and respected individual amongst his teammates and those who he supports. Having worked closely with James over the last few years I would highly recommend him to any organization!"

Walter Kilby, Sales Manager at Dex Media, Paramus, NJ

"It was a pleasure working with James for almost 15 years. He is an excellent graphic designer and it was a pleasure to work with him. James' work often helped me close deals because it was always high quality and very impressive to my clients. James worked with me with some of the larger clients and took the time to create the custom designs that helped them promote their business. James is a great team player and a very creative and talented graphic designer!"

Janet Fischer, Media Consultant at Dex Media, Paramus, NJ