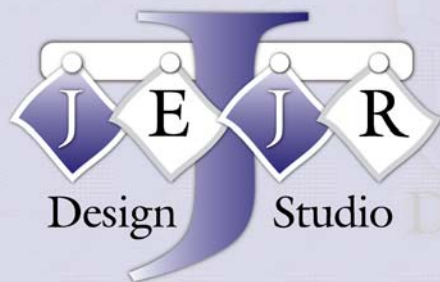


“Communicating through Strategic Visuals!”



**JAMES ENGLEMAN, JR.**

Creative Visual Designer

7481 Knights Knoll  
West Chester, Ohio 45069

**Phone:** (513) 432-9160

**Fax:** (513) 297-0891

**Website:** [www.jejr.com](http://www.jejr.com)

**Email:** [jamesjr@jejr.com](mailto:jamesjr@jejr.com)

## CAREER OBJECTIVE

I am looking to obtain a full-time position with a progressive company as a Graphic Designer for the Web and Print.

## PERSONAL PROFILE

During my design career, I have established relationships with individuals, organizations and small businesses in need of continuous custom and marketable designs for the internet, print and display. Graphic Design became my passion in 2002 and since then I have produced captivating, persuasive and competitive output for a number of clients throughout the Greater Cincinnati area. I am a fast-learner, self-motivated, highly-creative, multi-talented, detailed, highly-organized and can efficiently work on multiple projects. I also possess exceptional written, verbal and interpersonal skills and can effectively communicate within various working environments involving internal and external team members, clients and/or vendors.

## PROFICIENT SKILLS / ABILITIES

- **Graphic Design Applications**  
Adobe CS/CS2/CS3 (Photoshop, Illustrator, InDesign, ImageReady, Dreamweaver, Fireworks, Flash)
- **Operating Systems**  
Windows 98, NT, 2000, XP and Vista
- **Office Productivity Software**  
Microsoft Office Suite 2000/03/07 (Outlook, Word, Excel, Powerpoint, Publisher); Familiar with Lotus Notes
- **Programming Languages**  
XHTML, XML, CSS, a little Javascript

## EXPERIENCE HIGHLIGHTS

### Design Highlights

- Completed custom print projects from concept to press including: Custom Logos, Business Cards, Letterheads, Envelopes, Brochures, Flyers, Post Cards, Posters, Banners, Event Tickets, Book & Program Covers, Ads, Sell Sheets, Media Kits, CD/DVD inserts & labels. I work with various printing companies to ensure that the best pricing and desired output is achieved. **Utilized strong understanding of CMYK Pre-Press Color Matching Proofs.**
- Completed custom web projects utilizing WYSIWYG applications, HTML, XHTML, XML, Cascading Style Sheets (CSS) and Flash integration. Also able to create email campaigns, electronic business cards, brochures & presentations, and photo slide shows.

### Technical Highlights

- **Level I Computer Helpdesk Agent**  
Provided computer phone support to internal and external clients based in Cincinnati, Ohio and Atlanta, Georgia, while aiding in the resolution of their hardware (desktops, laptops and laserjet printers) and software issues. Duties

also included password resets, network authentication, and remote access/VPN connectivity. As a Level I Agent, I averaged between 35-40 calls per day, maintained an 80% resolution rate and consistently averaged 4 out of 5 on customer satisfaction surveys.

- **Level II Computer Helpdesk Analyst**

Provided 2nd Level phone support to Level I Agents, while aiding them in finding solutions to computer software and hardware issues.

- **Knowledgebase Coordinator**

Created and maintained solutions used by the Computer HelpDesk employees. Cross-trained internal IT departments. Software Used: Remedy (Call Tracking) and Primus (Knowledgebase).

## EMPLOYMENT HISTORY

- 2008 - 2009                      **Level II Computer Helpdesk Analyst (Temp Position)** - Siemens Corporation
- 2005 - present                      **Freelance Creative Visual Designer** - JEJR Design Studio
- 2002 - present                      **Graphic Designer Contractor** - Family Printing & Design Center
- 2002 - 2003                      **Level I Computer Helpdesk Analyst** - Siemens Corporation
- 1998 - 2002                      **Level I & II Computer Helpdesk Analyst** - Cinergy Corporation (now Duke Energy)

## EDUCATION

- 1990 - 1993                      **Wittenberg University** (Springfield, Ohio) • Business/Computer Classes
- 1994 - 1995                      **College of Mt. St. Joseph** (Cincinnati, Ohio) • Education Classes

**Note:** Even though I have not obtained a college degree my experience, design portfolio and references should speak for my ability to successfully work within a graphic design environment. Being raised around a printing, completion of online tutorials and reading of graphic design books have also contributed to the development of my keen eye for design.

## ORGANIZATIONS

**2006 - Present                      Dunamis Life All Nations Church, Inc. - Marketing Director**

- Manages a team of four including the following positions: Graphic Designer (myself), Research Analyst, Copywriter/Proofreader, Photographer and Administrative Assistant. Responsible for creation and maintenance of related marketing and advertising mediums including Web Development, Logos, Stationary, Brochures, Post Cards, Flyers, Posters, Banners, CD Labels and Inserts, Email Campaigns and Photography.

## HOBBIES & INTERESTS

Reading Graphic Design/Marketing Articles & Books, Photography, Football and Basketball, Math Tutoring, Theological Readings and Debates.

**REFERENCES AVAILABLE UPON REQUEST**

Online Design Portfolio can be viewed at <http://www.jejr.com>