

INFO

Phone: 574.306.6676
E-mail: james@designbysteele.com
Portfolio: designbysteele.com
1120 E. Main St. | Warsaw, IN 46580

EDUCATION

Grace College / May 2006

Bachelor Degree: Graphic Design
Minor: Communications

SKILLS

Applications

Adobe Creative Cloud: InDesign,
Photoshop, Illustrator, Acrobat Pro,
Adobe Digital Publishing Solution

Microsoft Word and PowerPoint

Basic Working Knowledge:
HTML/CSS, Dreamweaver,
Experience Designer, Wordpress,
Mail Chimp, Constant Contact

Design Proficiency

Layout and design

Corporate branding

Art direction

Set-up and output files for print
and/or digital distribution channels

Photo manipulation/retouching

Work under pressure and deadlines

Project management

AWARDS/RECOGNITION

Johnson & Johnson Global
Leadership Award

Johnson & Johnson Encore Peer
Performance Award

References available upon request.

PROFILE

I am a graphic designer with over ten years of professional experience in both corporate and small studio environments. I am quick to learn new programs and skills to meet communication challenges, am detail-oriented, and drawn to straightforward solutions. My goal is to join and/or lead a creative team with a passion for meeting clients' needs with high-end, functional design.

WORK EXPERIENCE

Graphic Designer / Johnson & Johnson Medical Devices Companies

May 2011–Present

- Creative lead within Creative Services Department.
- Creation of concepts, design, and layout for print and digital media, including brochures, advertising, event materials, trade show graphics, surgical techniques, newsletters, e-mail campaigns, etc.
- Work directly with clients to ensure marketing goals, business objectives, and global brand guidelines are being met.
- Integral role in launch of Johnson & Johnson Institute brand toolkit.
- Lead designer in trade show display re-brand initiative.
- Identified need and implemented time tracking system for Creative Services team.
- Provide art direction as needed for photo shoots and external vendors.

Graphic Designer / The Image Group, Inc.

May 2006–May 2011

- Conceptualize and design a wide range of print, identity, and marketing collateral for local, regional, and national clients.
- Manage creative projects from concept to completion.
- Extensive photo retouching and photo manipulation.
- Prepare and output client supplied files for printing.
- Complete projects within tight deadlines and quoted times.
- Manage multiple projects concurrently.

Graphic Design Intern / Kosciusko Community Hospital

January 2006–May 2006

Designed and developed newspaper ads, brochures, signage, and templates for the Marketing Department under the mentorship of the Senior Designer.