



JAMES DEWAN (908) 303-8071 • jjedewan@gmail.com • www.jjedewan.com

OBJECTIVE

To obtain a position where I will have an opportunity to use my creativity, skills and work ethics to help a company be successful. To be a part of a company that will allow me to grow as they grow.

WORK EXPERIENCE

March 2011 to Present
TWELVE 15 DESIGNS
Graphic Designer

Designed and coded html email campaigns for Dentino Marketing
■ Implemented email best practices through testing and resolving any issues
Client: MasterCard

Designed print and web ready logos
Client: Kelly Landscape, LLC, Perez Agency, Hillsborough Township Board of Education

Redesigned websites and their Facebook, Google+, Twitter pages
Client: A&B Sunrooms and Remodel, Tim Rocco & Daughters General Contracting, Studio Tagland Designs

June 2014 to May 2015
GLOBAL SUPPORT SERVICES
Philadelphia, PA
DLA Post Award
Contract Specialist

Provided logistic support operations at DLA Troop Support in Philadelphia, PA
■ Responsible for resolving Post Award contract issues by compiling and analyzing data from various DLA/DOD Military portals
■ Determined proper actions to be taken to resolve contract delinquencies, quantity and delivery issues, cancelling purchase orders, technical requirements, vendor requests and all other questions and concerns
Client: DLA Industrial Hardware, Troop Support

March 2011 to May 2014
GDIT
Philadelphia, PA
System Supply Analyst

Provided support for the Department of the Navy, ERP System
■ Provided support for failed IDOC's using ERP and SAP by investigating and analyzing a variety of problems and conditions associated with Navy Supply business
■ Updated interactive reports, which displays all the sales orders for a customer, the items ordered, quantity ordered, goods issue date and contact information about the customer
Client: Department of Defense for the Navy

January – February 2011
MRM WORLDWIDE
Lawrenceville, NJ
Graphic Artist

Provided support to the Production Studio
■ Updated existing ads, creating secondary or tertiary pages based upon the brand guidelines
■ Ensured that brand guidelines and given media specs are adhered to for print and digital creative executions
■ Assisted the creative team for creating mock-ups and presentation boards
■ Effectively communicated with project managers and account services to ensure work was accomplished in a timely manner
■ Created deliverables against brand guidelines while also taking instruction from graphic designers and art directors on a project/campaign basis
Clients include: ETS (Educational Testing Service), Bristol-Myers Squibb, Avis and AOPA (Aircraft Owners and Pilots Association)

2007 – 2010
OXFORD COMMUNICATIONS
Lambertville, NJ
Production Artist

Provided support to the Production Studio
■ Updated existing ads, creating secondary or tertiary pages based upon the brand guidelines
■ Comprehend the layout principles and the "cause and effect" of resizing a campaign
■ Responsible for all quality control of ads and email campaigns
■ Prepared digital files to their correct specifications for different printers
■ Effectively worked within tight deadlines and multitask to manage projects
■ Assisted the creative team for creating mock-ups and presentation boards
■ Recognize inefficient work flows and provide streamlined solutions
■ Contributed to overall project status meetings
Clients include: Prime Retail, Legends Outlets, Quick Check, Amerlux, Philly Soft Pretzel, Bucks County, Beazer Homes, NJCU, Penn's Purchase, Drexel, First Choice Bank, Pinnacle Homes and Sesame Place

2003 – 2007
DENTINO MARKETING
Jersey City, NJ
Electronic Media Manager

Design and manage all web-based marketing materials
■ Responsible for all aspects of design, branding, programming, quality control and scheduling of websites and html email campaigns
■ Responsible for the selection and management of vendors
■ Communicated with outside vendors to ensure materials are produced according to project specifications
■ Liaison between client and vendors by tracking project development
■ Designed the graphics for the casino slot machines
Clients include: MasterCard, Chase and Isle of Capri Casino

1998 – 2003
DENTINO MARKETING
Jersey City, NJ
Production Artist

Responsible for all operations in the Production Studio
■ Coordinated and managed work flow between agency employees and freelancer's
■ Supported the studio by training new employees
■ Prepared digital files to their correct specifications for different printers
■ Updated existing ads, creating secondary or tertiary pages based upon the brand guidelines
■ Contributed to overall project status meetings
■ Assisted the creative team for creating mock-ups and presentation boards
■ Responsible for the maintenance of all studio equipment including computers, laser and fiery printers
Clients include: MasterCard, Avis, Chase, Columbia House, Isle of Capri Casinos, Trump Casino and Guardian

EDUCATION

New Jersey City University, Jersey City, NJ – Bachelor of Arts in Commercial Design

SKILLS SUMMARY

Adobe InDesign, Illustrator, Photoshop, Dreamweaver, QuarkXPress, FlightCheck, HTML, BBedit, Transmit, Fetch, Acrobat, Suitcase Fusion3, Font Book, Microsoft Excel & Word, ERP and SAP. Social Media Websites: Facebook, Google+, Twitter, Instagram, Flickr and LinkedIn

PORTFOLIO & REFERENCES AVAILABLE UPON REQUEST