# Jason H. Lewis

Fairfax, VA 22032 / Cell: (571) 274-2350 / Email: jhlewis2801@gmail.com / LinkedIn: www.linkedin.com/in/jasonhlewis


***OBJECTIVE:*** Senior Manager - Visual & Web Designer, Consumer Services

## EXPERIENCE SUMMARY

- 20+ years, Web Design / Graphics Illustrator
- 8 years, US Navy, Quarter Master
- 5 years, Electronic Services Rep (finance)
- 4 years, Security and Investigative Research
- 3 years, Administrative, Security, General Services
- 2.5 years, Studio Sound and Video Technician
- Security Clearance: DoD, Top Secret/SCI/CI Poly (adjudicated: 11/20, expires: continuous vetting)

## HARDWARE / SOFTWARE / TECHNICAL / COMPUTER SKILLS

- 3D software: Bryce, Poser, Infini-D, & Maya
- Adobe After/Final Effects CC 2026
- Adobe Premiere Pro CC 2026
- AI ChatGPT and Grok Design
- Artificial Intelligence (AI) Design
- Avid (video editing software)
- Boris Effects
- Dreamweaver CS6 – Web Design
- DRUPAL v.7
- Educational: Blackboard Educational SaaS
- Flash CS6 – Web-enabled graphics
- Graphics Design
- Graphics Illustration
- Hardware: PCs (Dell, HP)
- Homesite 4.5
- HTML Programming Language
- Illustrator CS6 (vector graphics)
- InDesign CS6
- Java / JavaScript
- Lotus Notes
- Microsoft Visio
- MS Office 365: Word, Excel, PowerPoint, Outlook
- Operating Systems: Windows
- PageMaker
- Photographer/Photography
- Photoshop CS6 – Photo Manipulation
- SharePoint Content Management and Creation
- SIPRnet
- Social Media Content Management: Facebook, Twitter, LinkedIn
- Story Boarding
- Video Editing

## EXPERIENCE PORTFOLIO

**04/26 – 11/26, Senior Graphic Designer**
**Huntington Ingles Industries (HII), Springfield, VA**

- Same tasking as V2X (followed contract to new contract owner; fed contract funding ended for position)

**10/22 – 04/26; Senior Graphic Designer**
**V2x, Springfield, VA**

- Manage, supervise, and Quality Assure (QA) Statement of Work (SOW), document and report project milestones, and ensure project completion by deliverables deadline(s)
- Manage, prioritize, schedule, and plan DOD-requested design work projects (e.g., posters, logos, booklets, pamphlets, trifold, tent cards, banners, maps, organizational charts, certificates (award, appreciation, retirement, and certification), and event programs; determine project and software solutions (e.g., InDesign or PowerPoint)
- Research, analyze, create, develop, and design products (e.g., maps, charts, illustrations, and publications) from rough drafts and thumbnails; meet with clients to discuss requirements, ideas, design needs, and/or concepts to provide specific design suggestions to meet goals/objectives including Subject Matter Expert (SME) 'artistic design' recommendations on design, branding, typography colors, and fonts on finished product, including using Artificial Intelligence (AI) Chat GPT and other AI platforms to improve, accelerate, and increase aesthetic appeal for designs
- Research ideas and 'best practice' design to obtain contemporary and fresh ideas for work requests; identify 'out of the box' design ideas or designs that can be similarly used (new ideas springboard) for end-products
- Develop/produce briefing boards, posters, branding images, and multimedia presentations; digitally design documents, charts, photos, and diagrams to communicate intelligence and administrative information (public relations, internal correspondence, event notices) in print, web, and multimedia formats with textual data, images, and illustrations in prescribed publications for print and electronic dissemination

*Design projects achieved (2022-2025):*

- Build mock SharePoint site in Dreamweaver; provided SME advice for DOD-based SharePoint site construction; photographed and enhanced 21 celebration graphics for SharePoint page display
- Liaise with contractor (SAIC) to create/publish ~12 bi-monthly executive meeting notebooks (>300 pages)
- Produced 62+ annual financial reports (~100 pages) created for POTUS and members of Congress for approval authorizing funding for visual design projects, including scheduling projects, analyzing design needs, processing requests, performing estimates for project completion, reviewing correspondence, and creating graphic images per DOD Mission (contract) guidelines
- Manage SharePoint website content,; create graphics and photos; created six screen savers for computer screens
- Build and design templated retirement handouts displaying retirement member's bios for ceremonies (InDesign)
- Develop/design >156 templates for Awards & Certificates (InDesign); created logos to ID DOD division locations
- Redesign IT and Pentagon instructional PowerPoints; designed/developed 280 posters for buildings and offices (Photoshop, Illustrator, and InDesign); developed three coins, in coordination with staff (Illustrator)

- Create signs for building announcements, directions, and security protocols (InDesign)
- Edit videos in Adobe Premiere Pro for program demonstrations
- Provide SME photography for award ceremonies, retirement ceremonies, and office functions
- Design, develop ,format, print, and cut business cards, security cards, contact cards, door placards, security labels, and table name tags; update seating chart in Visio (weekly)

**06/16 – 10/22, Visual Information Specialist**
**Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), Office of Public and Governmental Affairs / Print Media and Project Management, Washington, DC**

Managed work requests from internal/external clientele (e.g., ATF Field Offices) for visual design projects, including scheduling projects, analyzing design needs, processing requests, performed estimates for project completion, reviewing correspondence; created graphic images for projects under ATF Mission guidelines

- Managed, prioritized, scheduled, and planned written (email) project requests for design work (requests) from ATF Print request queue (daily), including posters, logos, booklets, pamphlets, trifold, tent cards, banners, maps, organizational charts, certificates (award, appreciation, retirement, and certification), and event programs completing ~69 design and print projects in calendar year (CY19-20; during Covid pandemic; telecommute), ~98 design and print projects in CY18-19, ~81 design and print projects in CY17-18, and ~51 design and print projects in CY16-17
- Determined project and specific software solutions (e.g., InDesign or PowerPoint); quality assure request and project completion; submit to department (QA protocol); once approved, complete work and issue product deliverable to client (customer) for physical pick-up or implement logistics for 3rd-party delivery (e.g., UPS, FedEx) to field offices
- Developed/produced briefing boards, posters, branding images, and multimedia presentations; digitally design documents, charts, photos, and diagrams to communicate intelligence and administrative information (public relations, internal correspondence, event notices) in print, web, and multimedia formats with textual data, images, and illustrations in prescribed publications ready for print and/or electronic dissemination
- Determined use of Adobe Creative Suite (Photoshop, Illustrator, and InDesign) applications, as well as word processing/presentation software (Word, PowerPoint); research web for ideas and 'best practice' design to obtain contemporary and fresh ideas for design requests; identify any 'out of the box' design ideas or designs that can be similarly used (springboard for new ideas) for end-product improvement
- Researched, analyzed, created, developed, and designed products (e.g., maps, charts, illustrations, and publications) from rough drafts and thumbnails; meet with clients to discuss requirements, ideas, design needs, and/or concepts to provide specific design suggestions to meet goals/objectives including 'artistic design' recommendations on design, typography colors, and fonts on finished product (e.g., research ideas for #sheisatf for PGA recruitment project; brainstorm ideas for branding to recruit females into ATF workforce)
- Managed, maintained, and supervised legacy/current project graphics archive depository of >5,000 finished products, including MS Word, MS PowerPoint, Adobe InDesign, and Adobe Illustrator-based product deliverables as library of product deliverables in Digital Asset Management (DAM) System
- Developed, designed, and created an Excel tracking database to document projects in library archive, enabling retrieval of or viewing as 'catalog' of designs and products clients can review as a basis for design or layout for newer product requests or reprint with updates for older design projects
- Ensured graphics within DAM are 508 PMB compliant and formatted for Search Engine Optimization (SEO)
- Liaised and coordinated with coworkers and customers through project process; educated clients in posting documents to SharePoint; coached clients through printing to Field Office printer/plotters resulting in savings of printing, production, and shipping (e.g., from DC to Georgia)
- Researched, developed, designed, and planned Photoshop-based instruction on blending modes as a lesson plan created in PowerPoint used to teach other DMD employees how to use the blending modes in Photoshop as a Curriculum Development and Training project

*Design projects achieved (2016-2020):*

- 621+ individual certificates and blueprints – designed, updated, formatted, printed, and delivered to client(s), with an average design and production time of eight hours per project (between 60 mins at minimum up to five days/weeks maximum), including QA and sign-off by quality control supervisors
- 15+ booklet, pamphlets, flyers, maps, posters, and displays (including Electronic Bulletin Boards) designed, updated, formatted, printed, and delivered to client(s), with an average design and production time of 16 hours per project (between 60 mins up to 2 days/weeks maximum) with booklets and pamphlets averaging 15 pages each, with booklets and pamphlets averaging 35 pages
- 37+ Projects for icons, logos, organization charts, tri-folds, quad-folds newsletters, programs, signs, and website elements designed, updated, formatted, printed, and delivered to client(s), with an average design and production time of 16 hours per project (between 60 mins at minimum up to 5 days/weeks maximum) with booklets and pamphlets averaging 25 pages
- 406+ individual certificates, booklet, pamphlets, flyers, maps, posters, and displays (including electronic bulletin boards) designed, updated, formatted, printed, and delivered to client(s), with an average design and production time of 16 hours per project (between 60 mins up to five days/weeks maximum) with booklets and pamphlets averaging 35 pages each
- 3+ Projects for organization charts (pie chart, mission flow chart, financial flow chart) designed, updated, formatted, printed, and delivered to client(s), with an average design and production time of 16 hours per project

- 430+ individual certificates, handbooks, booklets (and/or covers), pamphlets, flyers, maps, posters, name tents, tri-folds, and displays (including electronic bulletin boards) designed, updated, formatted, printed, and delivered to client(s), with an average design and production time of 16 hours per project (between 60 mins up to 5 days/weeks maximum) with booklets and pamphlets averaging 25 pages each
- 130+ individual certificates, handbooks, booklets (and/or covers), pamphlets, flyers, maps, posters, name tents, tri-folds, and displays (including electronic bulletin boards) designed, updated, formatted, printed, and delivered to client(s), with an average design and production time of 16 hours per project (between 60 mins up to 5 days/weeks maximum) with booklets and pamphlets averaging 25 pages each

**Technical Information / Specialist 12/12 – 08/14, IT Specialist (2 years), Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), Office of Public and Governmental Affairs, Washington, DC**

- Managed work requests from internal agency and external clientele (e.g., ATF field office representatives) for visual design projects related to the ATF website; scheduled projects, analyzing design needs, processing requests, performing estimates for project completion, reviewing correspondence, and creating graphic images to visually enhance project under the ATF mission guidelines via broadcast or policy update on ATF website
- Updated the ATF website using DRUPAL v.7 as member of web design team; created/updated webpages on external and internal websites implementing XML, HTML, DHTML, JavaScript; design web elements including Adobe Photoshop and/or illustrator, Flash, and graphic design applications for static and interactive content
- Transitioned ATF website from legacy website (Java Environment) to DRUPAL environment

**OTHER PROFESSIONAL EXPERIENCE:**

**Web Designer/Graphic Illustrator, Jason's Graphics** https://jasonsgraphics.com/**, Fairfax, VA (20+ years)**

- Implemented navigation and aesthetic architecture for customers' websites using Adobe Photoshop 7.0 and Allaire Homesite 4.5 HTML Editing Tool design tools
- Designed web-optimized graphics using Adobe Photoshop CS for inclusion in client websites as well as logos and other custom graphics
  - Client sample portfolio: Website: http://jasonsgraphics.com/portfolio.html
  - Department of Biostatistics, Bioinformatics, and Biomathematics, Georgetown, DC - http://dbbb.georgetown.edu/
  - Queen of Clean, Norfolk/Virginia Beach, VA: business card with logo
  - D. Boyer Consulting, Gloucester, VA; Branding Image for Air B&B

**Electronic Services Specialist, Online Services (5 years), Web & Graphic Design, NFCU, Vienna, VA**

**Web Designer & Graphic Illustrator (1 years), Computer Science Corp., Falls Church, VA**

**Web Designer & Graphic Illustrator (1 years), American Psychological Assoc., Washington, DC**

**Web Designer & Graphic Illustrator (6 years), SBSI, Alexandria, VA**

## FORMAL EDUCATION / CAREER TRAINING / CERTIFICATIONS

- **Associates of Science, Website Design & Programming,** NOVA Comm. College, Alexandria, VA; GPA: 3.90
- 09/17, Infographics Using Adobe Illustrator Training, Think Big, Columbia, MD (16 hours)
- 06/16, InDesign, Think Big, Columbia, MD (16 hours)
- 06/16, ASP, Northern Virginia Community College (8 weeks)
- 09/15, 508 Compliance, Word docs, PDFs/Images, Fig Leaf Software, Washington, DC (8 hours)
- 02/15, Advanced Drupal Programming, Fig Leaf Software, Washington, DC (40 hours)
- 08/13, SharePoint (2013), Learning Tree, Reston, VA (40 hours)
- 05/12, Ajax, Northern Virginia Community College (8 weeks)