

Jason H. Lewis
9908 Wood Wren Court
Fairfax, VA 22032 USA

Mobile: (571) 274-2350
Email: jhlewis@sbsii.com
Availability: Two Weeks' Notice
Job Type: Permanent, Telework
Work Schedule: Full-time
Veteran's Preference: 10 Points

OBJECTIVE: Visual Designer, Web-Designer, Social Media for Consumer Services

EXPERIENCE SUMMARY:

- 15+ years, Web Design / Graphics Illustrator
- 8 years, United States Navy, Quarter Master, Navigator, Helmsman
- 5 years, Electronic Services Representative, Banking Customer Service
- 4 years, Security and Investigative Research
- 3 years, Administrative, Security, and General Services
- 2.5 years, Studio Sound and Video Technician

CLEARANCE: DoD, Top Secret (last adjudicated: 11/20, expires: 11/30)
PASSPORT: United States Citizen (issued: 01/20; expires: 01/30)
Work Preference: Northern Virginia geographic area

HARDWARE / SOFTWARE / TECHNICAL / COMPUTER:

- 3D software: Bryce, Poser, Infini-D, & Maya
- Adobe After/Final Effects CC 2015.3
- Adobe Premiere Pro CC 2015.3
- Avid (video editing software)
- Boris Effects
- Dreamweaver CS6 – Web Design
- DRUPAL v.7
- Educational: Blackboard Educational SaaS
- Flash CS6 – Web-enabled graphics
- Graphics Design
- Hardware: PCs (Dell, HP)
- Homesite 4.5
- HTML Programming Language
- Illustrator CS6 – Creation of vector graphics and graphics illustration
- InDesign CS6
- Java / JavaScript
- Lotus Notes
- MS Office – Word, Excel, PowerPoint, Outlook
- Operating Systems: Windows
- PageMaker
- Photography
- Photoshop CS6 – Photo Manipulation
- SIPRnet
- Social Media: Facebook, Twitter, LinkedIn
- Story Boarding
- Video Editing
- LinkedIn: www.linkedin.com/in/jasonhlewis

PROFESSIONAL EXPERIENCE PORTFOLIO:

Bureau of Alcohol, Tobacco, Firearms, and Explosives
Office of Public and Governmental Affairs / Print Media and Project Management

99 New York Avenue, NE Washington, DC 20226

06/16 – present

Hours Per Week: 40

Job Title: Visual Information Specialist

Supervisor: Douglas C. Brunelle; Phone: (202) 648-8846

Okay to contact this Supervisor: Yes (*after offer of employment*)

Security Clearance level (if any) during tenure: Top Secret

Duties, Accomplishments, and Related Skills:

- Manage work requests from internal and external clientele (e.g., ATF Field Offices) for visual design projects, including scheduling projects, analyzing design needs, processing requests, performing estimates for project completion, reviewing correspondence, and creating graphic images to visually enhance the final project under the ATF Mission guidelines
- Manage, prioritize, schedule, and plan 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 resulting in completion of ~69 design and print projects in calendar year (CY) 2019-2020 (during COVID quarantine; telecommute), ~98 design and print projects in CY 2018-2019, ~81 design and print projects in CY 2017-2018, and ~51 design and print projects in CY 2016-2017
- Determine 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
- 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 ready for print and/or electronic dissemination
- Determine 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
- 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 '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)
- Manage, maintain, and supervise 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
- Ensure graphics within DAM are 508 PMB compliant and formatted for Search Engine Optimization (SEO)
- Liaised and coordinate with coworkers and customers through project process; educate 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 (2019-2020):

- 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 each

Design projects achieved (2018-2019):

- 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

Design projects achieved (2017-2018)

- 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

Design projects achieved (2016-2017)

- 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

Jason's Graphics <https://jasonsgraphics.com/>

Fairfax, VA

08/03 – 04/05

Hours Per Week: 40

Job Title: Web Designer and Graphic Computer-based Illustrator

Supervisor: Self; Phone: (571) 274-2350

Okay to contact this Supervisor: Yes

Security Clearance level (if any) during tenure: NA

Duties, Accomplishments, and Related Skills:

- 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:
 - Excalibur Realtors, Falls Church, VA - <http://www.excaliburrealtors.com/>
 - Discount Stairlifts, Columbia, MD - <http://www.discountstairlifts.com/>
 - Department of Biostatistics, Bioinformatics, and Biomathematics, Georgetown, DC - <http://dbbb.georgetown.edu/>
 - Personal Website: <http://jasonsgraphics.com/portfolio.html>
 - Queen of Clean, Norfolk, VA: business card with logo
 - D. Boyer Consulting, Colonial Beach / Gloucester, VA; Branding Image for Air B&B

Bureau of Alcohol, Tobacco, Firearms, and Explosives

Office of Public and Governmental Affairs / Technical Information Specialist

99 New York Avenue, NE Washington, DC 20226

08/14 – 06/16

Hours Per Week: 40

Series: 1000 Pay Plan: GS Grade: 11

Job Title: Technical Information Specialist

(This is a federal job) Yes

Supervisor: Scott Armstrong-Cezar; Phone: (202) 648-7119

Okay to contact this Supervisor: Yes (*after offer of employment*)

Security Clearance level (if any) during tenure: Top Secret

Duties, Accomplishments, and Related Skills:

- 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 the final project under the ATF Mission guidelines via broadcast or policy update on the 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, as well as using web design elements including Adobe Photoshop and/or illustrator, Flash, and graphic design applications for static and interactive content

Design projects achieved (2014-2016):

- Transitioned ATF (images and text) website from legacy website (Java Environment) to a DRUPAL environment website
- Prepared daily broadcast (created and edit in AP Style); copy and pasted broadcast into template with a deadline of 3:00 p.m., including corrections or editing required; publish broadcast by 4:00 p.m., resulting in ATF employees being notified of events, policy changes, and stories of ATF Agents investigations and arrest of criminals

**Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)
Office of Science and Technology, Web Development and IT Project Management**

99 New York Avenue, NE Washington, DC 20226

12/12 – 08/14

Hours Per Week: 40

Series: 2210 Pay Plan: GS Grade: 9

Job Title: IT Specialist

(This is a federal job)

Supervisor: Anitra L. Gallion; Phone: (202)-648-9327

Okay to contact this Supervisor: Yes

Security Clearance level (if any) during tenure: Top Secret

Duties, Accomplishments, and Related Skills:

- Updated ATF internal website transitioned an Oracle Java environment website to a SharePoint site and external website transitioning the site from a Java environment to DRUPAL v.7 environment in as member of web design team; projects included:
 - Participated in design meetings; transferred legacy images created in Adobe Photoshop and used Photoshop to resize images to transfer from ATF site to new external DRUPAL-based environment/site
 - Partnered (volunteer) and liaised with a coworker to redesign new Intranet from Oracle environment to SharePoint site; created graphics, images, cleaned photos, and designed pages using Dreamweaver (HTML), Photoshop, and PowerPoint, including page and icon creation for 10 ATF directories
- Created/updated webpages on external and internal websites implementing XML, HTML, DHTML, JavaScript, as well as using web design elements including Adobe Photoshop and/or illustrator, Flash, and graphic design applications for static and interactive content
- Tested hundreds of legacy pages for quality assurance including, formatting, display, and properly functioning links; quality assured and ensured newly created web pages were consistent with agency, department, and client design requirements and formatting standards before posting.
- Created and optimized multimedia content, including photo galleries, slideshows, and videos embedded in Web pages and for interactive media and mobile applications
- Updates graphics, photos, and content on external website daily
- Assisted Agency members with troubleshooting external and internal websites for issues with HTML code with 100% code resolution
- Participated in Integrated Project Teams (IPTs) and assists in fulfilling IPT group tasks by reviewing web page design providing SME advisory on webpage format(s)

United States Tax Court

400 Second Street, NW, Washington, DC 20217

02/11 – 12/12

Hours Per Week: 40

Series: Pay Plan: GS Grade: 4

Job Title: Clerk, Court Records

(This is a federal job)

Supervisor: Jackie Simmons; Phone: (202) 521-0700
Okay to contact this Supervisor: Yes
Security Clearance level (if any) during tenure: Secret
Duties, Accomplishments, and Related Skills:

- Established, maintained, and closed-out case files; destroyed exhibits related to resolved cases; prepared case files for transfer to the Federal Records Center; located and abstracted data from files and records; reviewed and assimilated case files for offices of the Court, including files for use at the Court's trial sessions; and prepared copies of court documents, as well as standardized forms; created new court-ordered materials using Adobe InDesign and Adobe Photoshop
- Managed mail distribution tasking, including sorting, weighing, computing postage, and maintaining records of correspondence, including mail service record logs, monitoring incoming and outgoing certified, registered and insured mail; researched incomplete addresses

02/11 – 11/11, Job Search

Navy Federal Credit Union

820 Follin Lane, Vienna, VA 22180

04/05 – 02/11

Hours Per Week: 40

Job Title: Electronic Services Specialist, Online Services, Web & Graphic Design

(This is not a federal job)

Supervisor: Retired Okay to contact this Supervisor: Retired

Security Clearance level (if any) during tenure:

Duties, Accomplishments, and Related Skills:

- Provided technical assistance to bank members via telecommunications regarding accounts; servicing, on average, 100 services members daily, circa 500 weekly, with an overall average of 3,600 annually for commercial, personal, and other accounting services
- Increased technical services to customers by 85% between 03/10 and 01/11, with an increase in satisfaction rate by 100%
- Answered ~100 calls daily as bank service specialist; backup for 10 team members in Vienna office; trained peers in sales campaigns and protocol; assisted new team members with complicated CSR issues, contributing to call center proficiency
- Responsible for record-breaking membership campaign bringing in 2,000 new members, with an increased revenue stream of \$25K in 2010
- Resolved approximately 95% of all account issues within first call
- Team leader for call center manual updates, group, and team member statistic reports and meetings; Serviced members' Account Access, Mobile Banking, Web Bill Pay, and NFCU website navigation
- Web designer for marketing department, created 64 graphics and 64 banners for NFCU website using Adobe and Macromedia (CS3) within three weeks
- Collaborated with NFCU marketing team to develop 64 website banners, two Cascading Style Sheets (CSS) templates, and updating website with ~64 graphics, plus text using Adobe and Macromedia (CS3)

Computer Science Corporation

3170 Fairview Park Dr., Falls Church, VA 22042

01/05 – 03/05

Hours Per Week: 40

Job Title: Web Designer & Graphic Computer-based Illustrator (contract worker)

(This is not a federal job)

Security Clearance level (if any) during tenure: NA

Duties, Accomplishments, and Related Skills:

- Advised CSC developers on use of Early Resolution software with three other team member advisors; instructed four web programmers on HTML coding for website
- Designed/developed/tested an early resolution prototype as a Software as a Service (SaaS) lending default management solution, resulting in a resolution that centralized and automated the loan default process from initial contact through underwriting and settlement, and enabled core collection scripting,

customer service, short sale, loss mitigation, and foreclosure activities and allowed borrowers, servicers, lenders, and third parties to work from the same platform, ensuring consistent service, streamlined operations and simplified compliance efforts

- Created Cascading Style Sheet (CSS) templates for website
- Designed web-optimized graphics such as banners and photographs to give the software look and feel

American Psychological Association

750 First Street, N.E. Washington, DC 20002-4242

08/03 – 12/04

Hours Per Week: 40

Job Title: Web Designer and Graphic Computer-based Illustrator (contract worker)

(This is not a federal job)

Supervisor: Retired

Okay to contact this Supervisor: retired

Security Clearance level (if any) during tenure: NA

Duties, Accomplishments, and Related Skills:

- Created 11 banners, buttons, and 18 favicons for company website
- Designed/formatted two (templates) for organization website

OTHER PROFESSIONAL EXPERIENCE:

Web Designer and Graphic Computer-based Illustrator (5 years)

Strategic Business Solutions International (SBSI), Alexandria, VA

- Senior team leader of six-person team implemented advanced content management mechanisms and site management standard practices for multiple clients
- Lead the art design, direction, and development of intranet, extranet, and Internet websites, including web applications and marketing materials
- Designed navigation and architecture of large-scale websites
- Services and designed for fifteen clients during tenure with company
- Designed, implemented, and maintained websites, optimized graphics, electronic and print, and videos for government entities
- Customers included government, non-profit, and profit entities: U.S. Commission on Religious Freedom and Congressional-Executive Commission on China, Associate of the United States Army Fairfax-Lee Chapter and Christian Legal Society, Lakota Knives, and Excalibur Realtors
- Videographer for a variety of projects (indoors and outdoors) for 2 clients
- Publicly praised by Microsoft executives and Communication Directors of US Commission on Religious Freedom and the Congressional-Executive Commission on China for creating, designing, and developing quality websites
- Coordinated with E-Tech client to establish web-based course catalog and online classes on the website; optimized graphics to create slides for student interaction; tested 20+ classes in three months

FORMAL EDUCATION:

- 05/97, Associates of Science, Website Design & Programming, Northern Virginia Community College, Alexandria, VA; GPA – 3.90

CAREER TRAINING / CERTIFICATIONS:

- 09/17, Infographics Using Adobe Illustrator Training, Think Big, Columbia, MD (16 hours)
- 06/16, Introduction and Intermediate InDesign, Think Big, Columbia, MD (16 hours)
- 06/16, Introduction to ASP, Northern Virginia Community College Online class, (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)
- 02/13, Beginner and Intermediate DRUPAL, Fig Leaf Software, Washington, DC (40 hours)
- 01/13, Microsoft SharePoint, Learning Tree, Reston, VA (40 hours)
- 05/12, Introduction to Ajax, Northern Virginia Community College Online class, (8 weeks)
- 10/11 -11/11, Advanced CSS, Northern Virginia Community College Online class, (8 weeks)
- 09/11 -10/1, Introduction to Java, Northern Virginia Community College Online class, (8 weeks)
- 07/10 - 08/10, Windows 7 Help Desk Certification Prep, NOVA Community College, (8 weeks)
- 07/10, Mobile Banking, Navy Federal Credit Union, Vienna, VA (8 hours)
- 01/10, Customer Service and How to Sell, Navy Federal Credit Union, Vienna, VA (8 hours)
- 11/09, Transactions 2- NFCU products, Share Withdrawals, Bank Wire transfers, Navy Federal Credit Union, Vienna, VA (8 hours)
- 06/09, Transactions 1- Regular Transfers, Loan payments, Credit Card Payments, Navy Federal Credit Union, Vienna, VA (8 hours)

RECOGNITION / AWARDS/ COMMUNITY SERVICE / TRADE ORGANIZATIONS:

- Medal of Excellence for Performance, maintained a continuous zero backlog on incoming correspondence; processed >5,000 cases for department, Navy and Marine HQ, Arlington, VA
- Recognition for Service Professionalism and Sales, Navy Federal Credit Union, Vienna, VA
- 11/04 – 01/05, Volunteer, Community Emergency Response Team: CPR certified, rescue techniques, fire-fighting medical triage for mass destruction from terrorist attacks or natural disasters; Classes taught by Fairfax County Fire rescue experts
- 12/03, Volunteer Santa, Christmas party for inner-city children, IntenCITY, Washington, DC
- 08/03, Volunteer, IntenCITY Miami, FL
- U.S. Navy Accommodation Medals (3)

REFERENCES:

Reference: Peter Lukschander
 Company: ATF (retired)
 Job Title: Visual Information Specialist
 Contact Phone: (703) 585-8013
 Email: Psluke@cox.net
 Type of reference: Professional

Reference: Scott Armstrong-Cezar
 Company: ATF
 Job Title: Web Development Manager, PGA
 Contact Phone: (661) 713-0309
 Email: Scott.Armstrong-Cezar@atf.com
 Type of reference: Professional

Reference: Greg Winston
 Company: LEAPS Consulting
 Job Title: Contactor – Lead Consultant
 Contact Phone: (703) 402-1474
 Email: gwinston@jmd.usdoj.gov
 Type of reference: Professional

Reference: Killian Eckhout
 Company: Queen of Clean
 Job Title: Owner/Manager
 Contact Phone: (757) 404-5234
 Email: KillianBEckhout@gmail.com
 Type of reference: Personal and Professional

KEY & TRANSFERABLE SKILL WORDS: 508 PMB compliant, Adobe Creative Suite, Ajax, analyze, applications, architecture, archive, artistic design, banners, booklets, brainstorm, Cascading Style Sheets (CSS), compliance, content management, Customer Service, design, developers, DHTML, Digital Asset Management (DAM) System, Dreamweaver, DRUPAL, Electronic Bulletin Boards, Flash, Graphic Illustrator, graphic design, Graphic Illustrator, graphics, HTML, icons, illustrator, InDesign, interactive media, intranet, IT Specialist, Java Environment, JavaScript, logos, Macromedia, maps, marketing materials, mobile applications, multi-media presentations, navigation, Oracle, Photoshop, PowerPoint, product deliverables, programmers, project, protocol, quality assurance, redesign, Research, scripting, Search Engine Optimization (SEO), SharePoint, signs, slideshows, Software as a Service (SaaS), software solutions, team, Technical Information Specialist, telecommunications, tracking, Training, typography, visual design projects, Visual Information Specialist, Web & Graphic Design, Web Designer, web-optimized graphics, webpages, website navigation, websites, XML