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EDUCATION

Bachelor of Digital Media Design
Baker College of Muskegon

**Associate in Applied Science,
Graphic Design**
Ferris State University

Associate in Science and Arts
Muskegon Community College

CREATIVE SKILLS

Print Design & Layout
Front-End Web Design & Layout
(Wordpress)
Logo & Branding System Design
Email Template Design
Photography
Photo Editing/Retouching
Photo Manipulation
Video Recording/Editing
Video Graphics

TECHNICAL SKILLS

Pre-Press File Prep
Wordpress Maintenance & Upkeep
HTML/CSS Editing
Social Media Management
& Automation
Email Campaign
Setup & Management
Cross-Platform Integration (Zapier)
Data Entry/Organization
Web Form Design/Creation
PDF Form Design/Creation
Technical Troubleshooting
Process/Project Documentation
Document Fields/Mail Merge

jason bowler

MULTIMEDIA DESIGN

I am a multimedia designer with over **eight years experience** managing and executing multiple projects for multiple clients, meeting various deadlines with consistent, high-quality work.

I am a hard working, detail-oriented, fast learner with a wide range of creative and technical problem solving skills, extensive experience on a broad range of software platforms, and a keen eye for simplicity and efficiency.

EXPERIENCE

Multimedia Designer & Team Lead • LongerDays • 2013 - 2019

- Executed a broad range of graphic design, web, and video projects from concept to completion, working with clients and team leads to clarify project needs, assess scope and turnaround estimates, and meet deadlines with high-quality, consistent work.
- Balanced team and client expectations and managed multiple tasks for multiple clients through time budgeting and planning.
- Directly managed several client accounts, maintaining positive working relationships through consistent communication, regular reviews and updates of task procedures and efficient time usage.
- Managed customer service phone team, ensuring proper phone coverage, consistent call documentation, and maintained up-to-date process instructions with clear communication of changes.
- Discovered, suggested, and implemented more efficient means of completing various administrative and technical tasks, improving efficiency and saving time.

Project Manager • BigSigns.com • 2010 - 2012

- Created visually engaging designs for athletic facility and event signage projects based on specifications provided by sales reps and client branding guides.
- Maintained positive working relationships with clients and sales reps throughout the design process.
- Prepared and sent approved design mockups into production based on various specifications, coordinating with production vendors to meet delivery deadlines.
- Ensured accurate billing and invoicing of both clients and production vendors.
- Managed multiple projects for multiple clients at various stages of completion, prioritizing as needed to maintain pace in a deadline-driven environment.

VOLUNTEERING & OTHER ACTIVITIES

Burning Foot Beer Festival • Setup & Teardown Crew • 2015-Present

Boy Scouts of America • Volunteer Leader • 2002-Present • Eagle Scout Class of 2002

References and Portfolio Available Upon Request