

James K. Lee  
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## Education

Bachelor of Fine Arts in Design, 2003  
Virginia Commonwealth University Richmond, Va

## Professional Experience

### **Freelance Designer, 2011**

*MJKLD, New York, NY*

- Consultant for USAID *FrontLines* online magazine
- Designed spreads and online slides for feature articles in *FrontLines* magazine
- Design, prototyping, and coding for various clients

### **Senior Designer, 2010 – 11**

*Links Media, LLC; Gaithersburg, Md*

- Directs the design of an online magazine publication for USAID.
- Designed information architecture, prototyping, and coding for *FrontLines* online news magazine.
- Keeps abreast of current trends in design, print publications, web and mobile technologies.
- Designs pages and prepares files for a 50- to 60-page print magazine that is disseminated globally and domestically to thousands of people.

### **Art Director, 2009 – 10**

*Core Knowledge Foundation; Charlottesville, Va*

Directed design department.

- Supervised staff and freelance designers.
- Project management including design direction, project schedules, budget, hiring, mentoring, workflow issues, prepress, communication with editors and printer.
- Staff training and workflow protocol development.
- Development of print and interactive material for various departments.
- Co-leadership of Brand Management Committee with Director of Publication Sales.

### **Graphic Designer, 2006 – 09**

*Core Knowledge Foundation; Charlottesville, Va*

- Developed printed and interactive material for various departments.
- File preparation and workflow management.
- Development of feasibility study for interactive materials.
- Troubleshooting technical problems related to design files.

### **Design + Construction Committees, Chairman, 2003**

*Communication Arts & Design 2003 Senior Show; Richmond, Va*

- Design and fundraising for all printed collateral for exhibition.
- Design and construction of display material.
- Organized labor for construction and transportation of material/displays.

### **Graphic Designer, 2002 – 03**

*Freelance; Richmond, Va*

Designed print and interactive material for a variety of client types. Directed projects through all phases to completion. Projects include:

- Alidade; graphic identity and environmental graphics
- Nucorporation; event posters, ads and website
- VCU School of the Arts Crafts Department; lecture series posters
- VCU School of the Arts Photography Department; lecture series poster

### **Manager, 1999 – 03**

*Communication Arts + Design, Graphics Lab; Richmond, Va*

Supervised a staff of work-study students, including troubleshooting printer network and pre-press files.

### **Graphic Designer, 2003**

*Starch Architecture Design; Richmond, Va*

Designed point of sale and product packaging for Starch clients. Responsible for design and production

### **Graphic Designer, 2003**

*MRLD; Yarmouth, Me*

Developed a promotional portfolio for the studio to be mailed in a small book format to potential clients and collaborators.

### **Intern, 2001, 2002**

*Starch Architecture Design; Richmond, Va*

## **Awards + Recognition**

- Design Center Poster Competition, Winner, 2003  
Department of Communication Arts + Design, Virginia Commonwealth University  
Richmond, Va Department
- Department T-shirt Competition, Winner, 2003 Department of Communication Arts +  
Design, Virginia Commonwealth University, Richmond, Va
- Photographs, *YRB* magazine, 2003  
New York, Ny
- Vice – President Student Chapter, 2002 – 03  
AIGA Richmond Chapter Richmond, Va Juried Student Exhibition, 2003  
School of the Arts, Virginia Commonwealth University Richmond, Va
- Deans List, 2000, 2002 – 05 Virginia Commonwealth University Richmond, Va

## **Skills**

Proficient with the Adobe Creative Suite applications (PhotoShop, Illustrator, InDesign, Acrobat, Flash, Dreamweaver, After Effects), InCopy, hand coding CSS, HTML. Experience with Wordpress, Joomla, Drupal, content management systems, JQuery, javascript, PHP, AS2+3.