



## JAMES INGRAM

330.388.0933  
294 College St; Wadsworth, OH 44281  
[info@jamesingramdesign.com](mailto:info@jamesingramdesign.com)  
[jamesingramdesign.com](http://jamesingramdesign.com)

### EDUCATION

#### THE UNIVERSITY OF AKRON

2015  
Myers School of Art  
BFA, Graphic Design

Completed courses in  
typographic layout, print  
production, web design,  
package design, trade show  
display, and photography.

### SKILL SET

#### ADOBE CREATIVE SUITE

Completed multiple projects  
using the latest applications  
including Photoshop,  
Illustrator, and InDesign.

#### INTERNET APPLICATIONS

Created web projects using  
HTML, CSS, Dreamweaver,  
and Wordpress.

### ORGANIZATIONS

A member of the Cleveland  
AIGA chapter as well as the  
AAF Akron chapter.

### EXPERIENCE

---

#### OHIO WHOLESALE, INC/TIMELESS BY DESIGN (Seville)

Aug. 2015–Present  
Design Department Manager

**Assigning project tasks to coworkers involving catalog  
production, advertising, and product photography.**

#### Further responsibilities:

- Meet with upper management to discuss yearly catalog and advertising budget, project dates, and design expectations.
- Obtain price quotes from printers regarding company flyers, postcards, and catalogs.
- Evaluate coworker layouts to maintain consistent branding throughout all finished work.
- Ensure all projects are completed by scheduled deadlines.
- Gauge coworker performance and provide feedback on assigned job duties.

#### OHIO WHOLESALE, INC (Seville)

Oct. 2006–Aug. 2015  
Advertising Coordinator

**Responsible for maintaining the company branding  
throughout all advertising in magazines, trade shows,  
company mailings, and in-house signage.**

#### Additional obligations:

- Present total advertising budget at the beginning of each year, negotiate prices, decide total yearly ads based on magazine issues, and finalize all insertion orders.
- Complete all ads for industry magazines, including product selection, assisting set-up for photography, and finalizing layouts for company approval.
- Decide trade show building sponsorships, produce final banners, floor decals, and advertising in show publications.
- Produce company flyers, showroom signage, postcards, self-mailers, and brochures to be printed and mailed to customers.

#### OHIO WHOLESALE, INC (Seville)

Dec. 2002–Oct. 2006  
Catalog Designer

**Collaborated in the production of company catalogs  
comprised of seasonal, sale, and specialty editions.**

#### Publication preparations included:

- Paginating and setting up master pages for seasonal and sale catalogs.
- Processing product images for catalog production.
- Creating layout and design of catalog pages.

#### J. MARCO GALLERIES (Seville)

Aug. 2000–Dec. 2002  
Web Designer

**Tasked with the front end coding and layout design  
of the company website (jmarco.com) as well as  
assisting with catalog production when needed.**

#### Job duties included:

- Maintaining company website with updates as needed.
- Developing layout and navigation of website as well as prepared advertisements for e-mail campaigns.
- Formatting product photographs for the website.
- Cleaning up product photographs for catalog and designing flyers for the J. Marco Galleries retail store.