

# Judy Vienneau

1945 La Grande Drive • Dunedin, FL 34698

727-736-6577 • 727-492-3129

[jvienneau@tampabay.rr.com](mailto:jvienneau@tampabay.rr.com)

Graphics Portfolio can be downloaded from [www.openmindart.com/media/JV\\_GRAPHICS\\_PORTFOLIO.pdf](http://www.openmindart.com/media/JV_GRAPHICS_PORTFOLIO.pdf)

## RESUME

### HIGHLIGHTS

- Strong problem-solving skills from conceptual to technical
- Expert in Mac operating systems
- Over 20 years experience in advertising, design and branding
- Proven leadership capability
- Excellent verbal and written communication skills
- Varied background with accomplished multi-tasking and organizational skills

### PROFESSIONAL WORK HISTORY

September 1989 – Present

**Freelance Graphic Designer, Public Relations Consultant, and Art Educator**, Dunedin, FL

INDUSTRY: SELF-EMPLOYMENT/SERVICE

- Design and execute print advertising, websites, publications, brochures, and more
- Write press releases, event coordination and e-marketing
- Teach various workshops and classes to adults and youth
- Self-employment financial management, including payables and receivables
- Developed knowledge in the health care, computer technology, non-profit, retail, banking, and tourism industries

January 2008 – June 2008

**Instructor, Youth Arts Corps/Family Resources, Inc.**, St. Petersburg, FL

INDUSTRY: NON-PROFIT/EDUCATIONAL

- Art instructor for youth ages 13-17, including curriculum development

January 2007 – February 2008

**Special Events & Website Coordinator**, Leepa-Rattner Museum of Art, St. Petersburg College, Tarpon Springs FL

INDUSTRY: NON-PROFIT/MUSEUM

- Wrote facility rental contracts and supervised rental events
- Coordinated special in-house events including hiring caterers and entertainment
- Developed and implemented an e-newsletter
- Designed and implemented a new website for the museum

January 2005 - October 2006

**Director of Special Projects**, Katharine T. Carter & Associates, Tampa, FL

INDUSTRY: PUBLIC RELATIONS AND MARKETING

- Researched national media contacts via trade publications and the internet
- Telephone follow-up
- Wrote press releases and pitch letters
- Maintained computer databases, paper filing systems, and the website content
- General administrative duties including correspondence and bookkeeping

November 2003 - August 2004

**Gallery Manager**, “Artist’s Way” Gallery, Dunedin Fine Art Center, Dunedin, FL

INDUSTRY: NON-PROFIT/RETAIL

- Developed advertising and direct mail campaigns for a satellite art gallery
- Managed a volunteer staff of 30 individuals
- Coordinated special events; wrote and sent press releases to local publications
- Retail financial management including financial reports to the Board of Directors

## PREVIOUS WORK EXPERIENCE:

**Owner, Snooty Judy's Fine Art Gallery**, Dunedin, FL

INDUSTRY: SELF-EMPLOYMENT/RETAIL

- Founder and daily operations manager of a retail art gallery
- Advertising, public relations, and marketing
- Staff hiring, payroll, financial management

**Owner, J'Design**, Graphic Design Studio, Worcester, MA

INDUSTRY: SELF-EMPLOYMENT/SERVICE

- Hired and managed a graphic design and writing staff of seven individuals
- Creative direction and design
- Sales and quotations
- Financial management, including billing, payables, receivables, and payroll

**Art Director, Hakim, Reiff and Company**, Worcester, MA

INDUSTRY: ADVERTISING AGENCY

- Art direction and design for a small start-up agency

**Graphic Designer, University of Massachusetts Medical Center**, Worcester, MA

INDUSTRY: HEALTH CARE

- In-house graphic design for the hospital and medical school

## COMPUTER SKILLS

- Proficient on both Macintosh and Windows platforms; Digital Camera; Scanning
- Accomplished in following software programs:
  - Microsoft Word, Excel, Outlook, Entourage, FrontPage, PowerPoint
  - Adobe Creative Suite 2 & 3 (InDesign, Photoshop, Illustrator, GoLive, Dreamweaver, Acrobat)
  - Macromedia Freehand, Pagemaker, Quark
  - MYOB AccountEdge, Filemaker Pro

## VOLUNTEER COMMUNITY SERVICE

2004-present

**Executive Director, Gulf Coast Artists' Alliance, Inc.**, Dunedin, FL

- Management of a membership organization of 50 members
- Scheduling and implementation of classes and exhibitions
- Grant writing

2003-2005

Appointed member of the Arts & Culture Advisory Committee, City of Dunedin, FL

## EDUCATION

- **Bachelor of Fine Arts** - Graphic Design, Massachusetts College of Art, Boston, MA
- High school diploma, Littleton High, Littleton, MA