

MELISSA NADEAU
155 Summer Street #2B
Somerville, MA 02143

menadeau@msn.com
508.410.8105
www.melissanadeau.com

Web/Graphic Designer with nine years experience in marketing and publishing design consisting of catalogs, flyers, advertisements, stationery products, newspaper layout, plus project management for photo shoots and catalog preparation.

Web design projects include: portfolio website, redesign of PBS NOVA Mt. Everest website, Boston Nightlife website, redesign of Flume Gorge State Park website, which were all created using xHTML, CSS, Dreamweaver, Flash, QuickTime, Photoshop, Illustrator and can be viewed on www.melissanadeau.com. Excellent creativity, strong organizational skills, high integrity and dedicated team player.

SKILLS

Knowledgeable with Mac & PC:

Adobe CS3 Creative Suite: Photoshop, Illustrator, InDesign, Dreamweaver, Flash

xHTML

QuickTime Player

CSS

Color and Black & White Developing

BBEdit

Printing and Proofing

JavaScript

Digital Camera

PHP

Director

ActionScript

Media 100

QuarkXPress

MS Office Suite: Word, Excel, PowerPoint

Adobe Acrobat

WORK EXPERIENCE

The Warren Group

Boston, MA

Graphic Designer

June 2007 – July 2008

Upload weekly news content on websites, bankerandtradesman.com and commercialrecord.com and produce daily breaking news email blasts and weekly news blasts using HTML. Assist in redesign of *B&T* newspaper and website. Create marketing pieces, such as data cards and postcards. Lay out editorial sections for *The Banker & Tradesman* newspaper, design Special Sections, lay out *The Commercial Record* 'Records' section and create ads on a weekly basis. Lay out 'By The Numbers, 10 Top Sales' for *The Boston Globe*, *Cape Cod Times* and *The Providence Journal*. Maintain correct style formats for all publications and use InDesign, QuarkXpress, Photoshop, Acrobat and Illustrator. Fast-paced, deadline-driven environment.

EDUCATION

Boston University

Center for Digital Imaging Arts
Waltham, MA

Certificate in Web Design
December 2008

Northeastern University
Boston, MA

**B.S. Degree in
Graphic Design & Multimedia**
June 2002
QPA 3.5

Legacy Publishing Group

Clinton, MA

Catalog Project Manager/Graphic Designer *April 2006 – June 2007*

Graphic Designer

December 2002 – April 2006

Production Artist

August 2002 – December 2002

Assist in redesign of Legacy website. Prepare and upload new products to website per season. Manage complete design of semi-annual catalog, over 200 pages. Assign workload to five group members for catalog preparation. Manage two photo shoots per catalog. Design/create ideas on posters, branding logos, letterheads, storefronts for shows/exhibits/events. Design marketing media: flyers, postcards, forms and ads published in magazines for Legacy and also marketing media for giftmyway.com. Design paper products: calendars, list pads and greeting cards in Photoshop, which are sold in catalog. Assist in choosing artwork for each line. Responsibility of original artwork includes tracking of designs, photo retouching, quality checks for color separation, color correcting using curves/levels, approvals for download and overseeing prepress and printers at shop in office. Fast-paced, deadline-driven environment. Use Adobe Photoshop, QuarkXpress, Adobe Acrobat.

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The Warren Group (Co-op) Boston, MA
Layout Artist June 2001 – August 2002

Lay out all sections for The Commercial Record newspaper and the Records section for The Banker & Tradesman, which totals over 100 pages weekly. Create weekly ads in QuarkXPress. Use correct style formats for each publication. Scan and color correct photos in Photoshop. Update news content on B&T website. Fast-paced, deadline-driven environment.

Community Newspaper Company (Co-op) Needham, MA
Paginator January 2001 – July 2001

Lay out cover and editorial pages in QuarkXPress for 15 different publications, including all TAB newspapers in Boston area. Maintain correct style formats for each publication. Color correct photos in Photoshop. Fast-paced, deadline-driven environment.

Unisource (Co-op) Southboro, MA
Sample Room Assistant May 2000 – May 2001

Design invitations, mailings and forms in QuarkXPress for events held by Unisource. Maintain organization within paper sample room, including shipping and receiving. Answer telephone or email to fulfill sample requests. Create dummies and problem-solve with graphic designers, printers or sales representatives for specified projects.

toysmart.com (Co-op) Waltham, MA
Product Image Specialist April 1999 – May 2000

Specialized in image preparation for one of the top 10 children toy retail e-commerce sites, which was co-owned by Walt Disney. Hand illustrations, photograph with digital camera and scan products for website. Prepare images for the website by scanning, color balancing, retouching and clipping images in Photoshop. Videotaped company meetings and photographed employees for company website. Managed vendor relations, catalog vendor disk library and gave assignments to other group members.

AWARDS

- Banker & Tradesman Newspaper, Winner of 2007 New England Press Association (NEPA) Awards: *1st Place (Weekly) Overall Design*
- Drawing, winner of *Popular Vote* at Charlton Home Show and viewed at The State House with Representative Dave Peters, 1998
- Oil Painting & Drawing, winner of *Best Painting, Best Drawing & Best of Show* at L'atelier de Christine O'Brien Art Show, 1996

COMMUNITY SERVICE

- The 26th annual Jimmy Fund Scooper Bowl: Entrance Volunteer, June 2008
- Massachusetts 2008 Summer Special Olympics: Olympic Town Volunteer