

# Judy Vienneau

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## Resumé

### HIGHLIGHTS

- Strong problem-solving skills from conceptual to technical
- Expert in Mac operating systems
- Proven leadership capability
- Excellent verbal and written communication skills
- Varied background with accomplished time management and organizational skills

### COMPUTER SKILLS

- Proficient on both Macintosh and Windows platforms
- Accomplished in the following software programs:
  - Microsoft Word, Excel, Outlook, PowerPoint
  - Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat)
  - AccountEdge, Quickbooks, Filemaker Pro, Wordpress
- Social Media: Facebook, LinkedIn, Instagram, Pinterest, Twitter, YouTube.
- Email marketing: Mail Chimp, Constant Contact, Patron mail

### PROFESSIONAL WORK HISTORY

October 2019 – Present

**Staff Assistant**, Arts2All Florida; University of South Florida, Tampa, FL

- Graphic Design of invitations, flyers, catalogs, posters and more
- Database and list management
- Office management

October 2018 – October 2019

**Arts Administrator**, Clearwater Arts Alliance, Clearwater, FL

- Social Media, E-mail campaigns, and website updates in Wordpress for CAA and City of Clearwater cultural events
- Photography of public art projects
- Supervision of interns
- Board meeting minutes, financial report generation and administrative record keeping

April 2012 – December 2017

**Graphic Designer**, Valpak, St. Petersburg, FL

- Designed and executed print advertisements for direct mail using Adobe CS4 InDesign, Photoshop & Illustrator

September 1989 – May 2012

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

- Designed and executed print advertising, websites, publications, brochures, and more
- Wrote press releases, event coordination and e-marketing
- Taught 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

- 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

- 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

- 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

- 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 - 7 years

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

**Owner**, JDesign, Graphic Design Studio, Worcester, MA - 4 years

- 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 - 1 year

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

**Graphic Designer**, University of Massachusetts Medical Center, Worcester, MA - 4 years

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

## VOLUNTEER COMMUNITY SERVICE

2004-present

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

- Management of a membership organization of over 50 members
- Management of a co-operative retail art gallery
- 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 & Design, Boston, MA
- **Continuing Education** – Screen Printing; Photography; Sculpture; Education