

STEVEN VAILLANCOURT

WWW.STEVEVAILLANCOURT.COM

13532 SWINTON ROAD
HUNTERSVILLE, NC 28078
STEVE@STEVEVAILLANCOURT.COM
704.584.9449

GRAPHIC DESIGNER

SUMMARY

- Extensive experience in desktop publishing, graphic design, and web design.
- Exceptional skills in developing graphics for new and traditional media using a combination of software and techniques.
- Proven success in print design including concept development, designing, and production.
- Extremely motivated and well organized with an emphasis on completing projects before deadlines.
- Constantly learning new software and techniques as technology grows and changes.

EXPERIENCE

Graphic Artist

2005 – Present

Freelance, Londonderry, New Hampshire; Huntersville, North Carolina

- Producing education-related materials such as study guides, multi-page documents, textbooks, and ancillaries.
- Manipulating raw text with style sheets to create creative finished projects that met or exceeded clients' expectations.
- Working with clients to enhance content through visually appealing layout and enhanced text effects.
- Interpreting client markups and performed necessary revisions.
- Performing revisions to graphics and page layouts.
- Finishing projects quickly and ahead of schedule.
- Creating marketing materials such as signage, logos, and business cards.

Lead Composition Artist

2009 – 2011

Measured Progress, Dover, New Hampshire

- Created templates with style sheets that adhered to client's specifications.
- Wrote typography instructions, such as margin widths and type sizes, and submitted for typesetting and printing.
- Provided project-related training to team members and contract employees.
- Coordinated and directed other team composition artists during production, which aided in completing projects before scheduled deadlines.
- Managed a demanding and deadline-oriented publication schedule.
- Created documents with simple to complex math equations.
- Poured manuscript, placed graphics, manipulated graphics, and performed multiple rounds of revisions in page proofs. Interacted and assisted multiple departments to complete projects in a timely manner.
- Updated management and team members throughout the production cycle about the status of the project.



SKILLS

Adobe Creative Suite:
InDesign
Illustrator
Photoshop
Acrobat
Dreamweaver

Quark

Enfocus PitStop

MathType
PowerMath

MS Office Suite

HTML
CSS
WordPress

Canto Cumulus

FlexiSign Pro

FTP applications

Windows 7/
Vista/XP
MacOSX

SOCIAL MEDIA

LinkedIn:
[www.linkedin.com/
in/stevenvaillancourt](http://www.linkedin.com/in/stevenvaillancourt)

Twitter:
[@grafixfreak](https://twitter.com/grafixfreak)

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Graphic Artist Consultant

2005 – 2009

Creative Group, Boston, Massachusetts

(Clients: Measured Progress, Dover, NH; Northland Investment Corporation, Newton, MA)

- Created and revised graphics throughout production cycles. Scanned and prepared images for print production. Interpreted written descriptions and rough sketches into graphics for production.
- Organized and cataloged assets using digital asset management software.
- Performed clean-up on files at end of production cycle.
- Produced state specific assessment test forms from manuscript to final PDF output.
- Converted documents for web accessibility.
- Assisted marketing department with re-branding project.
- Designed real estate property brochures.
- Composed compelling promotional copy for updated marketing materials.
- Created relevant graphics and floor plan diagrams used in print and online real estate marketing materials.
- Communicated with property managers to obtain information needed for marketing materials.

Production Artist

2000 – 2004

LaurelTech Integrated Publishing Services, Manchester, New Hampshire

- Composed 4-color textbooks (student and teacher editions) and ancillaries for major publishers.
- Developed templates from client spec sheets. Poured manuscript, placed graphics, manipulated graphics, and performed multiple rounds of revisions in page proofs.
- Created documents with simple to complex math equations.
- Organized and managed workflow to meet strict deadlines.
- Collaborated with multiple departments to complete projects in a timely manner.

Art Director

1999 – 2000

American Printworks LLC, West Melbourne, Florida

- Utilized various sign-making and graphics applications to create vector images.
- Produced vector images used in the production of silk-screened flags.
- Managed artists to complete all scheduled graphics under deadline for production.
- Maintained communication with freelance artists to receive files in a timely manner.
- Upheld strict standards of quality on all graphics.

EDUCATION

Computer Graphics and Design, Associates of Science

1997 – 1999

Keiser University, Melbourne, Florida

GPA 4.0 Graduated Summa Cum Laude

Studies focused on developing skills in page layout, advertising, multimedia, video editing, web design, illustration, and other emerging visual communication technologies.