

# Melissa Bruneau

GRAPHIC & WEB DESIGN LLC

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## SOFTWARE SKILLS

Adobe CS4: *Illustrator, Photoshop, InDesign, Acrobat Professional, Bridge, Dreamweaver, Fireworks, HTML & CSS*  
Microsoft Office Suite: *Excel, Word & PowerPoint*  
Databases: *Microsoft Access & PeopleSoft*  
Source Code Control Software: *SCCS & RCS*  
Operating Systems: *Mac, PC & Unix*

## GRAPHIC & WEB DESIGN EXPERIENCE

### Various Clients

Massachusetts & New Hampshire

2004— present

#### *Boston Crusaders Drum & Bugle Corps*

- Recommend web site improvements, create content and basic web site maintenance/updates
- Design t-shirts, membership cards, return donor cards, e-mail blasts, newsletters, logos, posters, program books, facebook graphics and 'like us' landing page

#### *Sullivan & Cogliano, Inc.*

- Consulted with web site redesign team providing expertise and guidance as well as content writing/review
- Designed company web site and accompanying e-mail announcement

#### *Mosaic Financial Advisors, LLC & Caring Hands Massage Therapy, LLC*

- Advised company(s) on color scheme, navigation, menu items and overall web site design
- Consulted with company(s) for content writing/review
- Designed greeting cards, rack cards and stationery set for Caring Hands Massage Therapy

#### *The Dianne DeVanna Center (Practicum)*

- Developed web site from scratch using HTML and CSS
- 100% on time delivery for all milestones

#### *Rapid DTM, Inc., Open Space Yoga and AIMA*

- Designed company(s) web site
- Consulted on marketing strategy for various initiatives and provided accompanying graphics

## OTHER EXPERIENCE

<b>Business/Computer Teacher (Grades 9 — 12)</b> , <i>Westford Academy, Westford, MA</i>	1998–2000, 2001–2009
<b>Training &amp; Recruitment Specialist</b> , <i>Hitchiner Manufacturing Company, Inc., Milford, NH</i>	2000–2001
<b>Configuration Management Specialist</b> , <i>Sanders, A Lockheed Martin Company, Hudson, NH</i>	1989–1998

## EDUCATION

**Boston University Center for Digital Imaging Arts, Waltham, MA**  
*Certificate in Graphic & Web Design, May 2010*

**Simmons College, Boston, Massachusetts**  
*Certificate in Advanced Graduate Studies in Education, May 2006*

**Southern New Hampshire University (formerly New Hampshire College), Manchester, New Hampshire**  
*Master of Science, Business Education, May 1997*  
*Bachelor of Science, Business Administration with Human Resource concentration, May 1996*