

NANCY MACDONALD

422 Highway 331, Conquerall Bank, Nova Scotia, B4V 0H4

902-541-7475 • nancymacdo@outlook.com • www.nancymacdonaldart.com

OBJECTIVE:

I am at my best when I am creating. Whether it be graphic design, art production, idea development or problem solving. I would like to find an interesting and rewarding position that will allow me to draw on the 30 years of creative skills that I have developed. I am always open to growing with new skills and experiences.

EXPERIENCE

Laurie Swim Gallery

marketing & communications co-ordinator

- Management and content creation for the LSG website, blog, Shopify storefront and social media accounts
- Responsible for all graphic design for digital and print promotional materials.
- Photographing and cataloging artwork
- Drafting, copy editing of newsletters, press releases, email campaigns and correspondence.
- Promotion of special events.
- Onsite support for in-person events.
- Keyholder, in-gallery sales
- I am also represented by the gallery as an artist.

Lunenburg, N.S.

Contract: April 01, 2022- Dec. 22, 2022

Lunenburg Doc Fest

digital communications co-ordinator

- Management of the LDF website and social media accounts
- Responsible for all graphic design for digital and print promotional materials.
- Contributed to the development of the online streaming festival as well as onsite events.
- Engaged with the community, business sponsors, media, filmmakers, and audience participants.
- Drafting, copy editing and sending newsletters, press releases and sponsorship correspondence.
- Promotion of individual screenings, community events.
- Onsite support for in-person events.

Lunenburg, N.S.

Contract: June 28, 2021- Oct 31, 2021

MacIntyre Purcell Publishing Inc.

communications, marketing, and design

Concept creation, art direction, graphic design and layout, market research, working with authors, illustrators, and designers, managing printers, book release, promotion, marketing and distribution. I was also responsible for administrative and organizational tasks, customer relations, technical support, basic accounting, point of sale, shipping/receiving, professional and written and verbal communication with buyers and media professionals.

Lunenburg, N.S

Oct 2016- Sept. 2017

Atlantic Sleep Therapeutics

clinical assistant /administration

and clinical support for clients, a wide variety of administrative and organizational tasks, correspondence with medical professionals, confidentiality, point of sale, basic accounting, insurance, customer relations, technical support.

Bridgewater, NS

Dec 2012-Oct 2016

Instructional

The Moorings Gallery

assistant manager/designer

Administrative, basic accounting, inventory management, press, graphic design, photography, social media

Mahone Bay, NS

Jan 2010- June 2013

Artech Studios Inc. - computer games

lead 2D art/design generalist

During my 12 years at Artech I was a lead 2D artist /graphic designer for over 50 published computer game products for Disney, Hasbro, EA, Atari and Sony.

Ottawa, ON

1998 to Sept. 2009

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Future Endeavors Inc. - computer games
lead 2D art/design generalist
2D art and graphic design

Ottawa, ON
1995 to 1998

Sapien Technologies- software developer
freelance graphic designer
2D art and graphic design

San Francisco, California
1993 to 1995

The Evening News
photographer, darkroom technician and manager

New Glasgow, NS
1992 to 1993

SKILLS:

- Adobe Creative Suite, Canva, Mailchimp, Wordpress, Wix, Shopify
- highly imaginative
- excellent communication, interpersonal and organizational skills
- demonstrated record of high-performance standards
- self-motivated, goal-oriented, organized, and efficient
- dependable- can work without supervision
- an experienced team player, enthusiastic and energetic
- highly adaptable and learns new skills quickly
- demonstrates competence and poise professionally and socially

EDUCATION:

Center for Electronics Arts
1994- Completed various multimedia workshops

San Francisco, California

Nova Scotia College of Art and Design
BFA 1991- painting and photography

Halifax, Nova Scotia

Mount Allison University
BA 1987- first year

Sackville, New Brunswick

VOLUNTEER EXPERIENCE:

Lunenburg Doc Fest. Bows for Butterflies Annual Concert for Mental Health, iSisters Technology Mentoring and the Boys and Girls Club of Ottawa Art Sparx Program all in Ottawa ON.

REFERENCES:

Available upon request