

Joanne Marie Duhaime

U.S. Citizen with Secret Security Clearance

Merrimack, New Hampshire

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LinkedIn Profile

www.linkedin.com/in/joannemarieduhaime

Portfolio

www.jmduhaime.com

SUMMARY

Graphic Artist and Web Designer with seven years' diverse experience in Creative Services. Additional twenty plus years' extensive desktop publishing and administrative support. Self initiative to learn and explore new concepts, organized, creative, quick learner, and self-starter.

SKILLS & EXPERTISE *(click badge to view certification)*



Adobe Certified Associate in Print & Digital Media Publication Using Adobe InDesign



Microsoft Specialist – PowerPoint 2013



Microsoft Specialist – Word 2013

- Adobe Acrobat
- Adobe Dreamweaver
- Adobe Fireworks
- Adobe Flash
- Adobe Illustrator
- Adobe Photoshop
- Cascading Style Sheets (CSS)
- HyperText Markup Language (HTML)
- Microsoft Excel
- Microsoft SharePoint
- Touch Typist

EXPERIENCE

VERITUDE – Merrimack, NH

2014 – 2015

Proofreader

Contract with Fidelity Investments — Fidelity's Pricing and Cash Management (FPCMS)

- Tracked and maintained format consistency across a suite of products during the implementation of document publishing software upgrade from BroadVision QuickSilver to ProofPlus ensuring full software functionality.

SHIPLEY ASSOCIATES – Kaysville, UT

2013

Graphic Illustrator

Contract with BAE Systems

- I was personally requested by the Proposal Manager to support a classified U.S. Government proposal with a significant number of graphics and numerous revisions.

BAE SYSTEMS – Nashua, NH

1986 – 2012

WEB PRODUCTION SPECIALIST/PUBLICATIONS SPECIALIST –

Communications *(2005 – 2012)*

- Created print and digital graphics aligned with corporate branding identity; including government proposal, presentations, posters, and electronic signage.

BAE SYSTEMS – Nashua, NH *(continued)*

- Maintained a classified computing environment used for the creation, storage, destruction, and transmission of classified information. Completed weekly audits to retain Defense Security Services (DSS) accreditation. Designed and developed training modules as an integral member of the On-Line training team.
- Updated corporate internal and external websites utilizing various content management systems (Ektron, SharePoint, and Oracle).
- Wrote processes to migrate content to a new content management system providing a smoother transition.
- Efficiently utilized desktop publishing skills in the production of proposals, presentations, white papers, and technical manuals. Performed document adjustments to change, format, and restructure entire documents while retaining figure references, graphics placement, footnotes, and references.
- Designed and updated a database of 1,406 forms and corporate organization charts.

Progressive promotions from ACCOUNTING CLERK to SECRETARY III *(1986 – 2005)*

- Provided administrative support to Managers, Program Managers, and up to 100 Engineers.
- Mastered Word and PowerPoint in the preparation of correspondence, proposals, and presentations.
- Coordinated domestic and international travel arrangements and prepared Travel Expense Reports in a timely manner with 100% accuracy resulting in zero late fees.

MILITARY SERVICE**United States Army** - Administrative Specialist *(1981 – 1987)*

- Achieved the rank of Specialist Fourth Class
- Honorably discharged with a Good Conduct Medal

EDUCATION

UMass Lowell – Certificate, Web Design

Mount Washington College – Associate of Science, Graphic Design

Thomas Secretarial School – Certificate, Executive Assistant Program

VOLUNTEER EXPERIENCE**Animal Rescue League of NH, Bedford, NH** *(2014 – current)*

Graphic Design and Event Photography =^..^=