

# Stephanie Pelot

## GRAPHIC DESIGN & PROJECT MANAGEMENT

*With a focus on content, I help to structure, design, and produce communication tools in print, video, and on the web.*

- ✓ Highly skilled in project **planning**, content **management** and **structuring** information
- ✓ Vast experience in **creative** problem-solving, **error-free** production and **on-time** delivery
- ✓ Excellent **typographic**, **photo enhancing** and **page makeup** skills

## EXPERIENCE

*Communications Support*, L'ARCHE CANADA (part-time, June 2017 to September 2019)

In this role I was responsible for the design and publication of content to the [website](#) (including photo research and retouching), managing [Instagram](#), [Facebook \(in French\)](#) and Twitter accounts, graphic design of presentations, brochures and annual reports ([2016-2017](#) and [2017-2018](#)), as well as other tasks, such as research and preliminary organization of communication guides, video content selection, matching texts in both languages, and organizing a contact list. I also coordinated the development of an online "[souvenir album](#)" in honour of the founder's 90th birthday.

*Director of Graphic Production and Senior Graphic Designer*, [PENTAFOLIO INC.](#) (since 1982)

In the production of print, video, multimedia and web communication and promotion tools for many clients:

- ✓ Responsible for client care and project management
- ✓ Consultation on the form and content of communication tools
- ✓ Production planning, budgeting and coordination
- ✓ Graphic design
- ✓ Digitization, retouching and close-cropping of photographs
- ✓ Production of graphic elements
- ✓ Design of animations and production of animation elements
- ✓ Page makeup
- ✓ Proofreading in French and English
- ✓ Production of final print-ready and accessible PDF files
- ✓ Liaison with suppliers

## SAMPLE PROJECTS



---

[Moving to a Place of my Own!](#) guide, COALITION DES FAMILLES FRANCOPHONES D'OTTAWA, 2018  
Graphic design of a 104-page guide and 36-page report including charts and graphic elements, photo selection and retouching, page makeup, final artwork for printing and WCAG 2.0 accessible, interactive PDF files.



---

Website [La transition postsecondaire](#), COLLÈGE LA CITÉ, 2016

Course presented on a website, with the objective of preparing students for the transition from high school.

When we were approached with this project, the client had the objective in mind, but little content. I proposed the overall concept of the site and its structure, transcribed and selected the content of the interviews, edited the videos, and created the graphic design.



---

Video "[Soutenir les personnes aidantes](#)," ALLIANCE DES FEMMES DE LA FRANCOPHONIE CANADIENNE, 2009

This DVD includes a 20-minute documentary on the reality of caregivers in Francophone minority settings in Canada and 5 video reports on projects to support caregivers.

For this project I developed and managed the production schedule, designed its visual identity, menu and titles, developed the questions for the interviews, conducted interviews with caregivers, transcribed and selected content and developed the script, edited the videos, and translated testimonials for the English captions (in 2012).



---

[Capsules Web](#) (requires Flash), LA CITÉ COLLÉGIALE and the CONSORTIUM NATIONAL DE LA SANTÉ, 2009

Interviews, video editing, interface design and graphic design of ten multimedia presentations promoting health programs offered at the college.



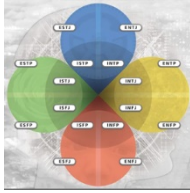
---

[Activité physique en salle de classe](#), CONSEIL DES ÉCOLES CATHOLIQUES DE LANGUE FRANÇAISE DU CENTRE-EST and CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE DE L'EST ONTARIEN, 2006

Set of 3 DVDs for elementary school students as part of the Daily Physical Activity in Ontario Schools program. Each DVD contained seven 20-minute videos on different themes, in versions adapted to three age levels.

Artistic direction, collaboration in the development of themes and scenarios, graphic design, photo retouching and background image collages.

---

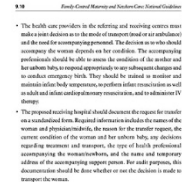


---

[The Magnificent 16](#), REBEL EAGLE PRODUCTIONS, 2005

Interactive DVD-ROM on personality types according to Carl Jung's theory and the Myers and Briggs method, with an animated presentation of the theory and animated "portraits" of each of the 16 types.

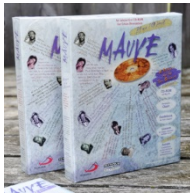
Interpretation of psychological concepts in images, graphic design and production of menu pages, animation elements and typography, production management, and graphic design of packaging and website.



---

[Family-Centred Maternity and Newborn Care: National Guidelines](#), HEALTH CANADA (2000)

Researched and designed typographic treatment to enhance legibility and make judicious use of space, and assured consistent layout treatment of titles, text, and tables for this 422-page document in French and English.



---

[Mauve](#), interactive CD-ROM, HEALTH CANADA/MÉDIASPAUL/PENTAFOLIO, 1998

"By and for young people," this tool for the prevention of crisis among teenagers presented 6 hours of youth testimonies with video clips, animations, musical extracts, texts, photos and illustrations.

Managed production, reviewed, selected and translated testimonials, designed menu screens, developed animated elements, scanned and retouched photos, developed typographic treatments, designed and produced promotional material including packaging, guidebook, navigation chart, newspaper and magazine ads, flyer, and website.



---

[Annual Report 1992-1993](#), CANADIAN GOVERNMENT TELECOMMUNICATIONS AGENCY

Design and layout of the 64-page report, in French and English, including graphics and financial statements.

---

See portfolio at <http://stephaniepelot.ca/en/>

## SKILLS

- ✓ Project organization and management
- ✓ Content analysis and structure
- ✓ Proficient in Adobe Photoshop, Illustrator, InDesign and Acrobat
- ✓ Content selection and video editing in Premiere
- ✓ Skilled in Word, Excel, PowerPoint and Publisher
- ✓ Fluent in English and French, spoken and written

**SIDELINES**

November 2015 to May 2016 – Worked at Joël’s Coffee, a small regional coffee roastery, creating business management and marketing tools.

From 2013 to 2015 – Was a family caregiver.

From 2004 to 2013 – Was a market gardener delivering weekly baskets of organic vegetables to 40 families in the Ottawa area, and selling at the Cumberland Farmers Market and to wholesale clients.

**EDUCATION**

Self-taught.

**COMMUNITY**

Active member of the Alfred-Plantagenet Environment Committee as well as the Waste Management and Communications subcommittees

Canadian Organic Growers, Ottawa-St. Lawrence-Outaouais Chapter. Graphic design of the [chapter newsletter](#), since 2003. Graphic design of posters, signage, site map and [program](#) for annual fundraising event Feast of Fields, 2006 and 2007. Graphic design of 2014 AGM Fall Reflections poster and website and editing of keynote video.

Seeds of Diversity/Pollination Canada. Graphic design of a 26-page [Observers Manual](#) in French and English, 2007.

Founding and board member 2004-2006 of La Coopérative 301, a workers’ cooperative offering employment and training opportunities to New Canadians. Spearheaded the organization of a fundraising craft sale involving neighbouring community organizations. Developed the sponsorship package, information kit for participants, floor plan, and signage. The event was considered a great success.

Clarence Creek Food Bank. Coordinated monthly food baskets for local families in need, 2003-2005.

**REFERENCES**

Available on request.