

# STEPHANIE McLEAN

BILINGUAL DESIGN &  
PRODUCTION PROFESSIONAL

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## EDUCATION

### BACHELOR OF FINE ARTS: MUSIC (MINOR IN THEATRE)

Concordia University  
1990-1994

### DESKTOP PUBLISHING / GRAPHIC DESIGN

George Brown College  
(Continuing Education)  
1999-2001

### BUSINESS WRITING

George Brown College  
(Continuing Education)  
2002

### DIGITAL PHOTOGRAPHY

George Brown College  
(Continuing Education)  
2007-2009

## WORKSHOPS & COURSES

### ACCESSIBILITY FOR DESIGN

Creating Accessible InDesign  
Documents  
Accessibility Services Canada  
January 2020

### ADVANCED ADOBE INDESIGN & PHOTOSHOP

Multiple courses & workshops  
DPA Communications  
2007-2014

### SUPERVISORY WORKSHOP

Led by Carl Aspler, April-June 2019

## TECHNICAL SKILLS

- Adobe Creative Suite
- (InDesign, Photoshop, Illustrator, Acrobat - high level of proficiency)
- Adobe Premiere (basic)
- Adobe After Effects (basic)
- iMovie (basic-intermediate)
- MS Office (Word, PowerPoint, Excel, MS Project)
- HTML (basic)
- Mac and Windows Platforms (Mac preferred)

## EXPERIENCE

### FULL-TIME ARTIST/PAINTER

[www.StephanieMcLeanArt.ca](http://www.StephanieMcLeanArt.ca) | January 2021 - present

### FREELANCE GRAPHIC DESIGNER/PRODUCTION ARTIST

Clients include Volunteer West Island (Montreal), Greenwin, Migraine Canada

### VOLUNTEER BOARD MEMBER

Artists' Network | June 2022 - present

### VOLUNTEER ART INSTRUCTOR

Learning Disabilities Association, Toronto District |  
- Teaching my style of painting to recent Toronto immigrants

### PART-TIME FRENCH-LANGUAGE TUTOR

For three Grade 8 students | July 2021 - May 2022

### BILINGUAL PRODUCTION OFFICER

Ontario College of Teachers | February 2007-January 2021  
Production / Inhouse Design

- Designing/laying out numerous resources, including professional advisories, registration guides, emails, online ads, logos—all in both official languages, under tight deadlines and in compliance with the *Accessibility for Ontarians with Disabilities Act*; producing visuals for display booths, iPad stands, sandboxes and other exhibit booth items; leading production for online annual reports (2012, 2015, and 2018); some video production and editing
- Art directing large-scale photo shoots, as well as covers of various resources
- (newer and older), for photos resulting from these photoshoots.
- Photographing visiting delegations and special events for magazine and social media
- Preparing and finalizing artwork for sheet-fed or web presses and for online posting; attending press approvals

### Project Management

- Direct Mail (Print and Digital): Mailing to more than 235,000 members in English and French, each with four or five different streams
- Annual Member Fee and Notice of Suspension Mailing
- Request for Proposals (RFPs): for fleet of company-wide printers; for lettershop; for postage meter
- Annual Reports in English and French: microsites and printed booklets
- 20th Anniversary Open House Event in 2017
- Being liaison between inhouse translators and freelancers

### Studio Management

- Budgeting print projects and photo shoots
- Supervising three full-time staff, multiple freelance designers and production artists
- Ensuring large production printers and other hardware are always operational and with ample consumables; maintaining studio budget (a subset of overall Communications budget)

## LANGUAGES

### English & French

spoken and written with  
a high level of proficiency

## AWARDS

### Kenneth R. Wilson (KRW)

#### Memorial Award for Best Art

#### Direction on an Opening Spread or Feature

(in *Pour parler profession*  
magazine), September 2008

## HOBBIES

Swimming

Yoga

Pilates

Cycling

Hiking

## ACCOUNT MANAGER/COORDINATOR

Arc Interactive | 2006-2007

(Interactive arm of Leo Burnett)

Client: Visa for Small Business

Preparing marketing materials, e-newsletters, assisting with photo  
shoots, assisting with Visa for Small Business Conference at  
the Metro Toronto Convention Centre in November 2006

## SENIOR ACCOUNT SUPERVISOR

(promoted from Account Supervisor role)

Epicus Group Ltd. | 2005-2006

(Marketing Communications and Design Boutique)

Overseeing all aspects of agency

## ACCOUNT SUPERVISOR

Epicus Group Ltd. | 2003-2005

Main client liaison, overseeing inhouse and freelance designers,  
photographers and web developers; working with translation and print  
vendors, coordinating photo shoots, preparing quotes

## MEMBERSHIP SERVICES COORDINATOR

Association of Canadian Advertisers | 2002-2003

## ACCOUNT COORDINATOR

Day Advertising | 2000-2002

## MEMBERSHIP SERVICES COORDINATOR

Association of Canadian Advertisers | 1998-2000

## CLIENT SERVICES ASSOCIATE

Royal Bank Visa | 1996-1998

## JAZZ VOCALIST (MONTREAL AND TORONTO)

The Tone Poets | 1995-1998

Stephanie McLean Quartet | 1994

References available upon request.