

MIXOLIDIA GAUTREAUX

HELLO

PROFILE

Designer, personable communicator skilled in delivering interactive interfaces, creative presentations, project coordination, research, planning and developing relationships with clients and colleagues from diverse backgrounds and interests. I am at my best discovering, brainstorming, researching and sharing new information on trends, technology, social and digital media.

SKILLS

Photoshop, Illustrator, InDesign, Acrobat, Dreamweaver, HTML5, CSS3, Javascript, Flash, Actionsript, Premiere, Final Cut Pro, Word, Excel, PowerPoint, Outlook, iWorks, internet and workflow applications. Bilingual: English and Spanish.

EDUCATION

Miami Dade College, Miami, FL	Web Developer Certificate, Present
Miami Ad School, Miami Beach, FL	Communications Planning, 2009 Art Direction Bureau Pindakaas Greenhouse Internship Sapient Interactive Internship
Florida International University, Miami, FL	Bachelor of Fine Arts, 1999 Art History Minor International Relations Minor

EXPERIENCE

Research Contractor, Volt Inc./Sapient Nitro Miami, FL 2010

- Helped grow relationships between brands and local trendsetters/influencers by providing information on local trends, influencers and events.
- Researched **trends**, influencers and local events.
- Created reports of events for each local market.
- Submitted influencers for each city
- Suggested top influencers & events in each city.
- Client Coca Cola Active Lifestyle Brands (ALB): All Powerades, VitaminWater, SmartWater, Nos, Fuze

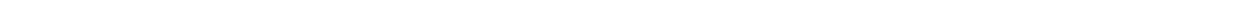
Donor Research, Greater Miami Jewish Federation Miami, FL 2006-2007

- Oversaw and implemented research division policies and procedures.
- Developed, administered and monitor budgets.
- Led and participated in development and brainstorming meetings, then logged resulting information and strategies into database as appropriate.
- Searched, analyzed and synthesized information from various resources on philanthropy to collect informational clippings on existing and potential donors, and philanthropic practices.
- Processed and maintained documents and materials for development research library.
- Compiled a variety of related records, reports, lists and files as requested.
- Oversaw information entered into files and database.
- Determined reporting needs.

786.247.4405
TELEPHONE

10229 NW 9 STREET CIRCLE APT. #101 MIAMI, FL 33172
ADDRESS

MIXOLIDIAGAUTREAUX.COM
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Marketing & Public Relations Assistant, Terra Group Miami, FL 2005-2005

- Wrote copy for advertorials, advertisements and press statements.
- Screened, researched and answered press inquiries.
- Reviewed vendor proposals and submit report on relationship viability.
- Coordinated all communications between public relation firms and company.
- Trained and supervised interns and staff.
- Designed print advertising in accordance to corporate image.
- Proofing and approving corporate printed matter.
- Oversaw calendars events for Marketing and PR department, commercial and corporate.
- Maintained department databases for mailing and communication.
- Troubleshoot department computer hardware and software, procedural grievances and overall office efficiency guidelines.
- Maintained organized and standardized electronic press clips library.

Development Associate, Miami Art Museum Miami, FL 2001-2005

- Managed \$350,000 annual departmental budget, including all office equipment purchases, billing questions and payment processing.
- Collaborated in restructuring Development departmental procedures for updating database information, direct mail campaigns, donation acknowledgements and streamlined set-up and RSVP procedures for special events, including member events.
- Coordinated grant submittal process and requirements with respective departments including Curatorial, Director's Office, Education and Finance.
- Designed, created and updated printed matter for membership campaigns, events promotions and institution grant information booklets.
- Analyzed and reported on corporate, foundation and government grant guidelines.
- Researched prospective corporate, foundation and individual donors to museum.
- Key contact in familiarizing new staff on museum procedures and policies.
- Worked closely with Development Director in to set up Development Committee meetings and appointments with museum trustees, donors and prospective donors to the museum.
- Coordinated communications between Development and Communications departments.
- Troubleshoot office computer hardware and software, procedural grievances and overall office efficiency guidelines.

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