

# KAITLYN FOLSOM

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*Dynamic and detail-oriented Web Developer with a knack for conceptualizing and delivering elegant, user-friendly solutions effectively and efficiently. Armed with an extensive understanding of front-end development and also a strong familiarity with back-end development.*

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## **JUNIOR WEB DESIGNER • MISTRAS GROUP | Princeton Junction, NJ** **Mar 2018 – Present**

- Implement and develop the layout, design and revisions of internal and external sites.
- Took lead in gathering content for all 150+ branch locations on the company website and assembled all completed pages
- CMS implementation and support (Umbraco).
- Our brand new web [mistrasgroup.com](http://mistrasgroup.com) website just launched January 2019.

## **FIELD PRODUCER • WEINBERGER MEDIA | New York, NY** **Aug 2014 – Aug 2017**

- Ensured daily shoots ran on schedule and within budget.
- Communicated with other production team members to quickly and efficiently solve production issues that may arise.
- Implemented a database system for keeping track of all props and camera equipment.
- Assisted in scouting locations, hiring actors, and completion of shots.

## **SCRIPT SUPERVISOR • FREELANCE | Los Angeles, CA** **Sep 2013 – Aug 2014**

- Coordinated with executive producers, directors, department heads, and talent to ensure a smooth and efficient workflow.
- Compiled daily progress reports and logs for production and post-production staff, generating detailed and organized documents and files.
- Managed multiple schedules and updated staff on last-minute changes.

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## **DEVELOPMENT & DESIGN SKILLS**

HTML5 • CSS3 • Javascript • JQuery • NodeJS • MySQL • Mongo • React • GIT • Wordpress •  
Photoshop • Ajax • Bootstrap • Materialize • C# • Umbraco

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## **KEY SKILLS**

Communication • Project Management • Team Leadership • Code Optimization • Front-end Development

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## **EDUCATION**

### **FULL STACK WEB DEVELOPMENT • RUTGERS CONTINUING STUDIES • FALL 2017**

An intensive, 12-week certificate program dedicated to designing and building web applications.

### **MEDIA PRODUCTION • ITHACA COLLEGE • 2012**

B.S Media Production