

Kat Martineau

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Summary of Qualifications

I am a solutions oriented creative professional with training in design, writing, cultural theory and fine arts. My diverse background in recruiting, project management, graphic design and written communication will enable to adapt in any fast-growth environment. At this time I am seeking an apprenticeship or paid internship in UX Design or UI Developer.

Relevant Experience

Creative Recruiter, Creative Circle (Philadelphia) | May 2012 - February 2014

- Source talent for contract and full-time roles for creative and advertising firms in Philadelphia, Wilmington and Princeton.
- Earned a spot in the Permanent Producers Club for exceeding full-time placements goals.
- Part of a team that increased revenue by more than 200% during my tenure.
- Followed-up via phone and email with clients and candidates in a timely manner.
- Interview 8-12 digital and creative professionals a week for marketing and advertising positions.
- Designed and presented original trainings about web development, human resources and design.
- Source candidates through resume databases using Boolean searches
- Attended networking events at Barcamp Philadelphia, Girl Develop It! and Philly CHI.
- Complete I-9 paperwork after interviews.

Freelance Designer and Developer/Graduate Student | January 2010 - April 2012

- Developing a website in WordPress for a podcast. Chose the theme, customized CSS and implemented plug-ins. Created email marketing campaigns in MailChimp.
- Completed catalogue layout and design in InDesign and Illustrator for Cooper Lighting.
- Updated web content and HTML code for products into Magento for UniqueSquared.com
- Continuing education in fine art, design and web development via Girl Develop It!, Fleischer Art Memorial and General Assembly.
- Wrote a 100-page thesis on the impact of community garden movements during wartime.

Alumni Coordinator, A Better Chance (NYC) | October 2008 - December 2009

- Designed and handled production with vendors for print marketing collateral.
- Executed and designed email marketing campaigns in Constant Contact.
- Coordinated the \$1 million fund raiser, which generated 33% of the organization's revenue.

Contract Program Coordinator/Instructor, Let's Get Ready & Kaplan (NYC)

January 2007 - May 2008

- Coordinated location, paperwork and logistics for the initial SAT Refresher program.
- Processed applications and recruited high achieving college students for fellowships.
- Taught the SHSAT and PSAT materials to youth ages 13-15.

Education

MA in Liberal Studies
The Graduate Center
At CUNY

BA in Journalism,
Minors in English Lit./Sociology
New York University

Web Design and Development
Certificate of Completion
General Assembly

Certification

PHR - January 2014-present

Additional Skills

Adobe Creative Suite, FileMaker Pro, MS Office, Keynote, MailChimp, Constant Contact, Inspect Element, Firebug, Github