

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 professional background in recruiting, project management, production design and written communication will enable me to adapt quickly to any results oriented business environment. In addition, I have exceptional public speaking skills and sales capabilities.

Relevant Experience

Creative Recruiter, Creative Circle (Philadelphia) | May 2012 - February 2015

- Sourced 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 for the Philadelphia office by more than 200%.
- Followed-up via phone and email with clients and candidates in a timely manner.
- Scheduled 8-12 interviews with creative talent including UX Designers and Web Developers.
- Designed and presented original trainings about web development, human resources and design.
- Sourced candidates through resume databases using Boolean searches.
- Attended networking events at Barcamp Philadelphia, Girl Develop It! and Philly CHI.
- Completed I-9 paperwork after interviews.

Freelance Designer and Developer/Graduate Student | January 2010 - Present

- 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 about the emergence of urban community garden movements post-9/11.

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