

Kat Martineau

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Education

MA The Graduate Center at CUNY
Liberal Studies
Concentration in Women's, Gender and Sexuality Studies
(PhD level coursework in Sociology and Psychology)
2011

BA, New York University
Major: Journalism
Minors: English Literature and Sociology
2004

Training

General Assembly
Web Design Online Circuit
HTML and CSS
2014

Technology

Microsoft Office (Word, Excel, and PowerPoint)
Adobe Creative Suite (InDesign, Photoshop)
FileMaker Pro
WordPress
HTML, CSS

Implementation/Support Specialist, StarChapter Owings Mills, MD

March 2015 - present

- Setup 14-18 website setup projects concurrently.
- Tasks include gathering requirements from customers via phone and email, content management, project tracking, customer training and final product delivery.
- Provide bi-weekly online trainings about managing digital content and email communication best practices.
- Close 30-50 technical support tickets per week and reply to 150-300 tickets via email and phone
- Oversee the redesign of the knowledgebase. This includes wireframe creation, writing technical documentation, content design and assigning tasks to designers and editors.

Recruiter, Creative Circle

Philadelphia, PA

May 2012 - February 2015

- Sourced talent for contract and full-time roles.
- Earned a spot in the Permanent Producers Club for exceeding full-time placements goals.
- Scheduled 9-12 in-person interviews a week with digital design, copywriting, project management and other technical positions.
- Designed and presented original trainings about web design and human resources.
- Sourced candidates in databases using Boolean searches.

Contract Production Design | Barista | Graduate Student New York City, NY and Atlanta, GA

December 2009 - March 2012

- Developed a website in WordPress for a podcast. Chose the theme, customized CSS and implemented plug-ins. Created email marketing campaigns in MailChimp.
- Completed catalog design in InDesign for Cooper Lighting.
- Updated web content and HTML code for products for UniqueSquared.com

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.