Katherine Martineau

Key Skills

- Design thinker
- Customer advocate
- Technical writing
- Research training
- Presentation skills
- Interview skills
- Graduate coursework in psychology, sociology, and interaction design
- Data analysis

Contact

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Education

University of Baltimore
Certificate in User Experience Design
2019

General Assembly
Web Design + HTML/CSS
Online Class
2014

The Graduate Center @ CUNY | NYC
Master of Arts
Liberal Studies
15 graduate credits in Psychology + Sociology
2011

New York University
Bachelor of Arts
Major: Journalism
Minors: English + Sociology
2004

Work Experience

Database Administrator/Analyst
The Park School (K-12)
Baltimore, MD | October '17 - Present

- Oversee gift processing for checks, credit cards, stock gifts, planned giving, and payroll deduction.
- Configure and produce listings based on 50+ funds for the annual report.
- Clean-up data tables and assign new user access rights in an enterprise level database, Raiser's Edge.
- Worked as the project lead for extracting large financial data sets in Excel for a feasibility study for an upcoming Capital Campaign. Used VLookup to analyze and clear discrepancies.
- Design and add content the Auction website using Givecorps CMS.
- Implement new annual giving web content in the Network for Good portal.
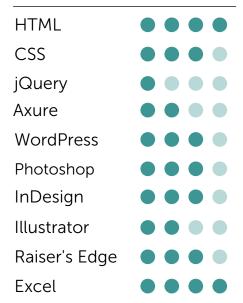- Completed financial reporting for board reports and the annual audit.

Contract Projects + Design Education
Kat Martineau Creative
Various | January '12 - Present

- Completed a six week contract at John's Hopkins University School of Medicine in August-September 2017. Cleaned up HTML code and structured content in Drupal for the Medbiquitous redesign.
- Redesigned Baltimore Improv Group's website. Customized CSS with interactive elements, provided creative and artistic direction, and migrated content from the previous website.
- Designed a WordPress website for the inaugural comedy festival XFest. Researched templates, customized CSS, and implemented plug-ins.
- Completed InDesign production for Cooper Lighting and Photoshop production at Unique Squared.

Katherine Martineau

Software + Tech

HTML

CSS

jQuery

Axure

WordPress

Photoshop

InDesign

Illustrator

Raiser's Edge

Excel

Certification

Society of Human Recourses Management
PHR
2014 - Present

Implementation/Support Advisor
StarChapter
Owings Mills, MD | March '15 - June '17

- Served as project lead the knowledgebase redesign. Tasks included creating wireframes, technical writing, survey design, and layout.
- Gathered requirements and setup 100+ business systems with websites and relational databases for new customers.
- Provided a bi-weekly online training about managing responsive web content and generating emails in StarChapter.
- Updated HTML, CSS, and PHP code as needed to meet the customer's design requirements.
- Closed 25-50 technical support tickets per week of varying complexity.
- Via technical support, provided product assistance and training to the customer base of board members of local associations.

Work Samples available in-person

Recruiter
Creative Circle
Philadelphia, PA | May '12 - February '15

- Worked as part of a team that experienced more than 100% growth within a three year period.
- Received the Permanent Producers Club recognition for exceeding full-time placement goals for advertising and creative positions.
- Scheduled and completed in-person interviews with 8-10 technology and creative professionals every week.
- Placed job seekers in temporary and permalance roles at Fortune 500 corporations, advertising agencies, and start-up companies in the Philadelphia, Wilmington, and Princeton metropolitan areas.