Kat Martineau

Summary

- Design thinker and customer advocate
- Technical writing experience
- HTML / CSS fluency
- Database administration skills

Contact

Baltimore, MD | 646-244-4369
Portfolio: katmartineau.com
Email: martineaukt@gmail.com

Recent Work Experience

Database Administrator | The Park School (K-12)
Baltimore, MD | October '17 - Present
- Use Raiser's Edge software to setup workflows for finance and accounting operations.
- Configure financial reports based on 50+ funds for the annual fund.
- Implement new annual giving web content in the Network for Good portal and track / reconcile credit card giving.
- Clean-up data tables and assign new user access rights.
- Design and add content the Auction website using Givecorps CMS.

Temporary + Contract Projects | 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 women's
- comedy festival XFest. Researched templates, sourced photos, customized CSS, chose color scheme, and implemented plug-ins.
- Completed InDesign catalog production for Cooper Lighting and Photoshop production at Unique Squared.

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 content 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 code for content and used a SASS based content management system to make design updates.
- Closed 25-50 technical support tickets per week.
- Via technical support, provided product assistance and training to the customer base of board members of local associations.

Recruiter | Creative Circle
Philadelphia, PA | May '12 - February '15
- Received the Permanent Producers 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.

Education

University of Baltimore
Certificate in User Experience Design | Expected Spring 2019

General Assembly
Web Design | Online Circuit
2014

The Graduate Center at CUNY | NYC
MA | Liberal Studies
15 graduate credits in Psychology and Sociology
2011

New York University
BA | Major: Journalism
Minors: English Literature + Sociology
2004

Certification

Society of Human Recourses Management
PHR
2014 - Present

Software + Tech

HTML	●●●●
CSS	●●●○
jQuery	●○○○
Balsamiq	●●○○
WordPress	●●●○
Photoshop	●●●○
InDesign	●●●○
Illustrator	●●○○
Raiser's Edge	●●●○
Excel	●●●●