



## Katherine Martineau

## Key Skills

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- 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

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### 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

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### 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.