

## Contact

www.katmartineau.com

**P:** 646-244-4369

E: martineaukt@gmail.com

#### **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

## **Key Skills**

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

## **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 discrepencies.
- Design and add content the <u>Auction website</u> 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.

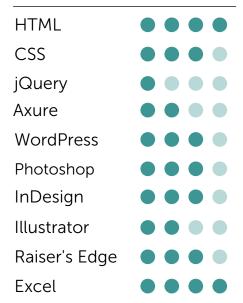
## Contract Projects + Design Education Kat Martineau Creative

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 <u>Medbiguitous</u> redesign.
- Redesigned <u>Baltimore Improv Group's</u> 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 <u>XFest</u>. Researched templates, customized CSS, and implemented plug-ins.
- Completed InDesign production for Cooper Lighting and Photoshop production at Unique Squared.



### **Software + Tech**



## 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 <u>knowledgebase</u> 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.