KATHLEEN**SARKADY**

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Professional Experience

Web Designer and Social Media Coordinator   2010 – present

College of Arts and Letters , Michigan State University

- Converted design comps to functional, standards-compliant websites using HTML and CSS and ensured compatibility across browsers
- Collaborated with faculty members to transfer obsolete department website content to a Concrete5 structure, while developing more user-friendly information architecture and maintaining brand standards
- Led workshops to train faculty members to maintain websites in Concrete5
- Built and maintained websites using version control (Git)
- Designed and executed a social media marketing plan
- Researched and shared events on a Facebook page watched by over 1,000 students and alumni

IT Service Management Intern   2012

Amway, Ada, MI

- Collaborated with a team to develop a rethink print campaign, which aimed to reduce company print volume by 25%
- Co-led a pilot program for the campaign and created communications for the pilot introduction, various surveys to evaluate our communication technique and education material
- Redesigned the department's Sharepoint websites – consolidating two sites into one and restructuring the content

Web and Multimedia Intern   2011 – 2012

Center for Latin American and Caribbean Studies, Michigan State University

- Maintained multiple websites using HTML in Dreamweaver and Drupal
- Set up, recorded, and edited weekly seminars using Panopto and Camtasia

Web Design Assistant   2011

Rizzi Designs, Lansing, MI

- Aided in the creation and development of websites for organizations in Lansing
- Utilized PHP, SQL and Javascript to create dynamic and secure websites
- Developed an online catalog for their bridal division, RD I Do

Education

Bachelor of Arts, Digital and Technical Writing, 2013

Michigan State University, East Lansing, MI

Certification

IT Infrastructure Library (ITIL) Foundation Certificate, 2012

Techical Proficiencies

- HTML5 and CSS3, including CSS3 animation and LESS
- Javascript and JQuery
- PHP scripting language, including framework CakePHP
- MySQL database creation
- Content Management Systems (Wordpress, Concrete5 and Drupal)
- Adobe Photoshop and Dreamweaver CS6
- Microsoft Sharepoint 2010
- Web Standards and use of Web Validators
- Version control concepts and development with Git