

Kathleen Zarske

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Objective

Seeking web clients that I can assist by creating usable, good-looking and organized websites. My growing knowledge of Web Design, CSS and (X)HTML makes me a great choice for your next project. I aim to provide high quality results and increase visibility of your company via your new website.

Web Development Tools, Concepts & Skills

- XHTML | CSS | Hand-Coding w/o WYSIWYG Editors
- Web Interface Design | Site Prototypes | Wireframes | Site Diagrams
- Web and Accessibility Standards | Requirements and Usability Analysis | Information Architecture | Comparative Analysis | Site Indexing
- Internet Research | Problem Solving and Troubleshooting | Project Management

Technology & Software

- Adobe Creative Suite (Photoshop, Dreamweaver, Illustrator)
- Microsoft Visio, Omni Graffle, LucidChart
- W3C Validation Services, Content Management Systems, FTP Clients, Hosting and DNS
- Microsoft / Mac OS, Microsoft Office
- WordPress / XHTML & CSS Templates
- Google Products, Google Analytics
- Recording, Movie Editing, Photography
- Usability Software (Morae, Crazy Egg, ClickTale, ClickHeat, Chalkmark, Five Second Test, UserFly, Survey Monkey)

Experience

JSTOR (Ithaca Harbors, LLC), Ann Arbor, MI

Web Content Assistant and Usability Associate

10/08 - 04/10

Website Updates for 6 Websites, Usability Testing and Research, Usability Test Scheduling and Recruiting, Technical Documentation, Assistant to Information Architect and Usability Coordinator

Synergy Broadband, LLC, Ann Arbor, MI

Technical Assistant

01/07 - 05/08

Website Updates for Various Clients, Technical Support for Broadband Services, DNS Entry and Management, Network Checks and Monitoring, Administrative and Bookkeeping Duties including A/R and A/P, Answering and Directing Calls, Client Handling

Miller & Associates, P.C., Ann Arbor, MI

Receptionist/Data Entry Specialist/Payroll Processor

02/03 - 12/06

Keyboarding, Data Entry, Time Management, Multi-Tasking, Inventory/Ordering, Answering and Directing Calls, Office Equipment Usage/Knowledge, Client Handling

Education

Washtenaw Community College, Ann Arbor, MI - 4.0 GPA (Certificates Only)

Web Technology Certificate May 2008

Advanced Web Design Certificate December 2008