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N8731 German Rd

Mayville, WI 53050

KATIE MAAS

Web Designer/Developer

SUMMARY

Web Designer/ Developer with approximately 1 years of experience, including launching a new template on a prominent ecommerce site, site merchandising, product photography and graphic design work. Currently looking for new opportunities to learn, grow, and help a company build up their online presence.

EDUCATION

Information Technology-Web Design/Development Specialist Associates Degree

Moraine Park Technical College

Fond Du Lac, WI

June 2017- Present

- GPA: 3.95
- Dean's List

Internships:

- Recstuff.com-Transition from a 2005 template and platform to a 2019 template and platform
- Frosty's Fosters Animal Rescue-Full site redesign

SKILLS

- Microsoft Office Suite
- Adobe Creative Cloud
- Social Media & Email Marketing
- HTML5, CSS3, Javascript, PHP
- Java and MySQL
- Google Adwords
- Content Management Systems
- Wireframes and Mock-Ups
- ECommerce
- Web Maintenance
- File Management
- Photography
- Basic Graphic Design for web and print
- SEO optimization

PROFESSIONAL EXPERIENCE

MULTIMEDIA TECHNOLOGY LEAD

Badger Tire & Wheel / Jackson, WI / Sept 2018-Present

- Site merchandising and maintenance for three separate sites: Recstuff.com, Badgercomponents.com, Trailer-Fenders.com
- Product Photography
- Re-designing and developing sites within BigCommerce templates and Wordpress
- Creating package inserts, business cards, flyers, and mock-ups for catalogues
- Undertaking projects to optimize site use and user experience
- Developing and implementing marketing strategies through social media and email
- Working with a third party to maintain Adwords Account for Recstuff.com
- Helping develop and maintain an Amazon selling strategy
- Helping with customer service, fulfillment, and other day to day business activities

OFFICE MANAGER

Spot-On Properties / Watertown, WI / Mar 2018-Sept 2018

- Created several new processes to allow the business to run more effectively
- Hired several new employees
- Streamlined payroll
- Created several new landing pages and marketing campaigns through social media, email, and letters
- Researched and assessed new investment opportunities
- Processed mortgage documents

LEGAL ASSISTANT

QBS Law, S.C. / Mayville, WI / Apr 2017-Nov 2017

- Typed up dictated letters and prepared various legal documents
- Read and summarized medical documents for social security and work compensation cases
- Prepared mortgage and probate documents
- Re-organized files and created an efficient system