

**Katy Foster**  
**2308 Noble Road**  
**Cleveland Heights, Ohio 44121**  
**216.932.3282**

## **Employment**

Web Experience Specialist August 2004 – May 2006  
Progressive Insurance Mayfield Village, OH

- Responsible for the planning, design, development, and deployment of e-mail campaigns to both customers and independent insurance agents
- Wrote and edited content for use in electronic mail campaigns
- Worked with programmers to design internal software
- Undertook project management of internal projects to improve existing processes, working as a liaison between business leaders and IT developers

Webmaster, College of Arts and Sciences February, 2000 – August 2004  
Case Western Reserve University Cleveland, OH

- As sole web developer on staff in the College of Arts and Sciences, assumed responsibility for design and maintenance of more than 30 websites, including main College pages
- Designed hard-copy promotional materials (brochures, posters, postcards, flyers); coordinated printing and production with outside vendors
- Wrote and edited content for online publication and print materials
- Developed end-user documentation to train faculty and staff in website maintenance
- Advised faculty and staff on development of websites

Administrative Assistant (temp assignment: Kelly Services) October 1999 – February 2000  
Cuyahoga Community College Highland Hills, OH

- Provided administrative support to the Division of Business and Technology

Reporter/Columnist May 1998 – July 1999  
Record Publishing Company Stow, OH

- Wrote stories and semi-regular columns for the *Tallmadge Express* and *Cuyahoga Falls News-Press*
- Proofread and edited copy from other writers
- Helped maintain news portion of website

## **Education**

Bachelor's Degree – English and Theatre Arts September 1994 – May 1998  
Hiram College Hiram, OH

- Worked three semesters as Teaching Assistant for Freshman Colloquia and First-Year Seminars
- Worked for the Center for International Studies for three years

## **Skills/Attributes**

- Proficiency in many levels of web site production, including HTML programming, XML, JavaScript, CSS, XHTML, administration of Macromedia Contribute for end-users, installation and administration of Content Management Systems
- Advanced proficiency in use of WYSIWYG software: Dreamweaver, Fireworks
- Proficiency in use of graphic design and desktop publishing software: Fireworks, Flash, Photoshop, Illustrator, Quark XPress, PageMaker, Adobe Acrobat
- Confident on both PC and Macintosh computer systems
- Sense of humor