

KATHLEEN A. KUNSMAN
Bethlehem, PA
610-762-3141
Kathleen.Kunsman@gmail.com
www.kathleenkunsman.com

TECHNICAL SKILLS

Design: Adobe Production Suite (Photoshop, Illustrator, Flash, Dreamweaver, InDesign, After Effects), Final Cut, Sketchup

Web/Programming Languages: HTML, CSS, CSS3, PHP, Javascript, Java, JGrasp, MAMP, Eclipse, MySQL database.

Other: Microsoft Applications (Word, Excel, Powerpoint, Access, Outlook), Blackboard Collaborate, CCH ProSystem (Tax Software), Timeslips (Time Entry and Billing), ACT! (Contact and Project Management Database)

SUMMARY OF QUALIFICATIONS

Completed Web Development degree program. Over 15 years of experience in the financial/client service profession. Skilled at assessing needs and implementing processes to create efficient resolutions. Proficient in various software applications. Analytical, self-motivated and client-oriented. Worked on various freelance projects designing logos and websites.

CORE COMPETENCIES

Exceptional communication and organizational skills

Ability to think critically and creatively

Proficient with computers and optimizing features of software applications

Highly self-motivated with quick learning capabilities

Detail oriented

PROFESSIONAL EXPERIENCE

ALVIN H. BUTZ, INC., ALLENSTOWN, PA

MARCH 2012 – PRESENT

Marketing Assistant

Coordinate marketing collaterals, prepare proposals, update web presence.

BANANA FACTORY, BETHLEHEM, PA

APRIL 2012 – PRESENT

Independent Contractor/Instructor

Teach introductory Video Game Design and Web Design courses.

NORTHAMPTON COMMUNITY COLLEGE, BETHLEHEM, PA

JANUARY 2011 – PRESENT

Paraprofessional Tutor

Tutor students in Illustrator, Photoshop, Flash, After Effects and Dreamweaver, HTML and CSS.

Completed CRLA Level 1 Tutor Certification

KELLY SERVICES, ALLENSTOWN, PA

SEPTEMBER 2009 – SEPTEMBER 2010

One Year Assignment in Compliance Department – Olympus America, Inc. – Center Valley

Tracked aggregate spend of meals and entertainment with health care professionals

Reconciliation and reporting of expense reports

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ANDESA STRATEGIES, INC., ALLENtown, PA **MAY 1994 – AUGUST 2008**
Executive Assistant/Financial Planning and Tax Return Coordinator/Accounts Payable
Supported Principals and Senior Financial Advisor
Created informational and marketing slideshows for presentation to clients
Proofed and finalized end product
Acted as liaison for clients in absence of service providers
Trained new employees on contact database and billing software
Served as United Way Campaign Coordinator

FREELANCE WEBSITES/DESIGNS

THIRD STREET ALLIANCE FOR WOMEN AND CHILDREN, EASTON, PA **OCTOBER 2011**
Complete Site Redesign

Non-profit was looking to update and revamp site. This organization offers many programs to both residents and the community and serves two separate and distinct functions: to provide information on the facility and programs and to also attract community support from donors.

Site was designed using PHP, HTML, CSS, CSS3, jQuery, Illustrator, Photoshop, TextWrangler, MAMP. Assist in the ongoing maintenance.

www.thirdstreetalliance.org

REGO PRECISION MACHINE, ALLENtown, PA **JUNE 2011**
Original and Revised Design

This site was originally designed as an intro to web design assignment for a business who currently had no web presence in 2009. After more web design skills were acquired I revised the original site enabling the client administrative access. I updated the html pages to php and incorporated a database where the client could update his facilities and prospective clients could submit their quote requests online.

Site was designed using PHP, HTML, CSS, CSS3, jQuery, Illustrator, Photoshop, TextWrangler, MAMP, MySQL. Host and maintain at Dreamhost.com.

www.regomachine.com

EASTON AREA CHAMBER OF COMMERCE, EASTON, PA **OCTOBER 2009**
Logo Design

EACC came to Northampton Community College proposing students enrolled in the computer graphics program to design a new logo. My design, created in Adobe Illustrator, was selected.

http://www.lehighvalleylive.com/easton/index.ssf/2009/11/easton_chamber_group_takes_new.html

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Key Accomplishments

- Completed Web Development degree program
- Designed logo for Easton Area Chamber of Commerce
- Implemented, customized and maintained various software applications, including contact database, task list management and billable time reporting
- Collaborated in the analysis and restructuring of server files, implemented naming convention for shared documents
- Implemented paperless environment
- Oversaw tax return process and managed electronic filing process from data entry through finalization, export and acceptance
- Worked closely with IT in communicating company needs

EDUCATION

NORTHAMPTON COMMUNITY COLLEGE, Bethlehem, PA
Web Development – Associate in Applied Science - May 2011
Multimedia Production - Specialized Diploma - May 2009