

kath heytink resume

creating web sites since 1995

I have been designing and developing web sites since 1995. Though I can hand code HTML, I prefer to use Hometown, an HTML editor, for speed and readability. My CSS skills fall into the intermediate class, but I am working up to a more advanced level. In fact, I redesigned a portion of my personal web site - www.cyberkat.com - using CSS positioning instead of tables for layout.

Until recently, I was employed by Winebow, Inc., a wine importer in Ho-Ho-Kus, where I was a one-person web design/development team for their database driven web site - www.winebow.com. Due to financial reasons, they eliminated the web position.

When I began at Winebow, nearly 5 years ago, the web site was done in FrontPage by the desktop publishing department. It was 100-200 static pages with no clear design theme and no branding concept at all. Many of the links were broken and the navigation was a maze. I upgraded it to a database driven site, that is now just under 1000 pages, and I gave it a unified design that is consistent with the current Winebow branding model.

I did all of the HTML, CSS, ASP, Flash and graphics that appear on the Winebow site. I can write valid HTML, CSS and XHTML to current web standards. Though the database was developed by an outside consultant, I understand the basics of database design and SQL and I did much of the maintenance. I also managed and assisted in the development of the Winebow intranet site.

I have been using CorelDraw and Corel PhotoPaint since the early 90's. I am also quite proficient in Adobe Photoshop, can find my way around Macromedia Freehand and create basic Flash movies and banners. I am currently learning PHP coding for the Linux environment as well as adding to my ASP skills.

I'm "Jill of All Trades," and while I may not be a master of all of them, I'm quite proficient at some and a notch better than adequate at others. I consider myself a creative problem solver - which is one of the reasons, I chose to do web design. As a person who consistently scores in the center of right/brain-left/brain tests, I can handle both the creative and analytical aspects of the job. The company that hires me will get two people for the price of one. Who can resist such a bargain!

I'm smart (1 percentile short of Mensa requirements), flexible, self-motivated and a quick study. If my qualifications fit your company's needs, please contact me at 201-796-5108 or via e-mail at kath@cyberkat.com.

Sincerely,


Kath Heytink

creating web sites since 1995

Technical Skills & Applications

- ◆ HTML (Hand Code to current W3C standards)
- ◆ CSS (intermediate level/valid code)
- ◆ Macromedia Dreamweaver /Homesite
- ◆ In depth knowledge of cross-browser development issues
- ◆ In depth knowledge of web based graphic standards
- ◆ In depth knowledge of accessibility standards
- ◆ Adobe PhotoShop
- ◆ Illustrator
- ◆ Macromedia Flash (banner ads, movies)
- ◆ Macromedia Freehand
- ◆ CorelDraw/PhotoPaint
- ◆ PaintShop Pro
- ◆ Ulead Cool 3D
- ◆ ASP/SQL
- ◆ PHP/MySQL (beginner level)
- ◆ JavaScript
- ◆ DHTML
- ◆ Sonic Foundry Acid Music
- ◆ Adobe Acrobat
- ◆ PC/Windows 98, 2000, XP
- ◆ Microsoft Applications

Portfolio URLs

Winebow, Inc - www.winebow.com

Ron Mondello, Esq - Attorney - <http://municipalcourt.com/>

The Fort Pierce Jazz Society - <http://jazzsociety.org/>

Ed Trawinski for Assembly - www.electtrawinski.org

Imagination Travel - www.imagination-travel.com

The Rug Company - www.therugco.com

Fair Lawn Creative Cable - www.flcctv.org

Home of Cyber-Kat - www.cyber-kat.com - personal site and experimental area

Experience

Peaktop Technologies, Carlstadt, NJ April 2004 - Present

I have been doing a variety of tasks, including, but not limited to web design, customer service, desktop publishing and some systems administration, at this small importer of garden accessories.

Winebow Inc, Ho-Ho-Kus, NJ 1998 - August 2003

Web designer/developer

- Designed and managed corporate database-driven web site and intranet.
- Created graphic designs and layouts.
- Did all HTML, CSS
- Using ASP, created dynamic templates that pulled data from database.
- Worked with an outside consultant to develop corporate intranet.
- Worked with internal users to develop applications that would simplify tasks and eliminate paperwork.

Trol-A-Temp, Elmwood Park, NJ 1987 - 1998

Customer Service/Order Entry.

- Entered all incoming orders.
- Handled customer problems and inquiries.
- Answered phone.
- Some web design work and HTML coding for company web site

Manhattan Industries, Glen Rock, NJ 1984 - 1987

Customer Service Manager - Henry Grethal Div. (Women)

- Oversaw Customer Service Reps, who processed orders.
- Ensured timely and coordinated shipments of merchandise.
- Followed up and resolved customer and sales problems.
- Interacted with production, receiving, quality, inventory control and shipping departments to complete the link from sales to shipment

Popular Club Plan, Garfield, NJ 1982 - 1984

Customer Service Manager

- Handled department staffing, planning and preparation of budgets.
- Oversaw the work of 4 Customer Service Supervisors, and approximately 40 CSRs.
- Dealt personally with aggravated situations (irate consumers, BBB, Consumer Affairs).
- Additionally responsible for in house training program
- Wrote portions of Training Manual

Tahari Ltd., Ridgefield, NJ 1978 - 1982

Supervisor Inventory control, cutting allocation and trim purchasing departments

- Handled purchasing of fabric, trimmings, and other office supplies
- Calculated cutting requirements based on sales analysis and issued cutting tickets
- Refined record keeping system to grow with company.
- Interfaced with sales and shipping departments to coordinate flow of information.

Education

Bergen Community College - Paramus, NJ - (Business Major 36 credits - 3.9 GPA)

New York School of Interior Design (certificate program)

Immaculate Heart Academy - Washington Township, NJ

Contact Information

Kathleen Heytink

0-100 Whitehall St

FairLawn, NJ 07410-2928

201.796.5108

Kath@cyber-kat.com