

Katrina Burton

520 Chestnut Hill Avenue, Athol, MA 01331 | 978-249-3635 | katrina@ktburton.com | ktburton.com

SKILLS AND QUALITIES

- Excellent written, verbal, design, customer service and editorial skills.
- Highly motivated, professional, trustworthy, dependable and detail-oriented.
- Able to negotiate difficult situations with positive and productive solutions.
- Experienced in Microsoft Office Suite, Illustrator, Flash, Photoshop, XHTML, CSS and Dreamweaver.
- Familiar with Acrobat, InDesign and Fireworks. Able to learn new applications quickly.

EXPERIENCE

North Quabbin Community Coalition, Athol, MA - January 2012 to Present

Project Assistant: Providing clerical assistance for the organization as well as writing and designing monthly newsletter, developing/maintaining website and online calendar, and designing print materials.

Patrick S. Bullis, CPA, Athol, MA - January 2013 to April 2013 (Temporary/Part-Time)

Assistant/Office Manager: Provided clerical assistance, including answering phones, scanning, scheduling, tax form assistance and filing.

Freelance/Volunteer - October 2011 to June 2013

Web Developer & Graphic Designer: Designed nqcc.org, rebecca4rep.com, consign639.com, jpmuzzy.com, maryhdunnphotography.com, nystromsblacksmith.org, baldmountaincampground.com, herrickstavern.com, discoverfitchburg.com, color brochure and t-shirts for Bald Mountain Campground and logo for Healthy Fortunes in VT.

Hitchcock Center for the Environment, Amherst, MA - September 2010 to October 2011 (Resigned)

Office Manager: Provided clerical and office management support while also acting as facilities manager, database manager, volunteer coordinator, accounts receivable clerk and graphic designer. Improved customer service with timely emails and phone calls, streamlined hand-written registration process through database, improved record reporting, and redesigned brochures and advertisements.

Student Intern Projects/Freelance/Volunteer - September 2009 to October 2011

Web Developer & Graphic Designer: Designed logos, marketing materials and websites for local businesses and non-profit organizations.

City of Fitchburg, Massachusetts - 1989 to July 2009

Department of Community Development - July 2008 to July 2009 - Budget Cut

Economic Development Office - 1989 to June 2008 - Reorganization

Administrative Assistant/Confidential Head Clerk: Provided administrative support to the Fitchburg Building and Economic Development Division offices, assisting the building commissioner, three inspectors and the executive director of economic development. Assisted constituents with the building permit process; streamlined the permitting process with online permit forms and information; designed marketing materials; authored, designed and maintained the DiscoverFitchburg.com website and calendar; created, graphically designed, marketed and coordinated the Annual Fitchburg Forge-In Blacksmith Festival as well as the Fitchburg Fall Showcase and supported other activities by providing clerical services and marketing material designs.

EDUCATION

Mount Wachusett Community College, Gardner, MA

Certificate - Full-Time Program: Computer Graphic and Web Design - September 2009 to May 2010

President's List (2009); Dean's List (2010); GPA 3.88; 6 Awards for Designs at the MWCC CGD Spring Exhibit

Website Fundamentals with Photoshop and Dreamweaver - February 2009

Completed Six-Week Course - Produced 15-Page Website for DiscoverFitchburg.com

Worcester State University, Worcester, MA

ed2go Online Course Completed - Design Projects for Adobe Illustrator - April 2008