

**Sarah Marie Koszty**

[sarah@kosidesigns.com](mailto:sarah@kosidesigns.com)

**Web Site Designer**

Dedicated XHTML / CSS / Flash specialist looking to hone design and coding skills. Strict adherence to standards set by the W3C, table-less XHTML and CSS. Understands the importance of a job well done and takes pride in every project, no matter the size. Determined, loyal and honest.

**Professional Highlights**

- Held seminars for the Small Business Development Center of Mohave County, Arizona. Instructed business owners on subjects such as Marketing on the Internet, Web Site Purpose and Focus, E-Commerce and uniformed branding in Print and Web.
- Founded KosiDesigns, LLC, a web design company focused on helping business owners bring down costs of maintaining web sites and increase returns on investments. Helped business owners bring down costs of web site maintenance by over 50% (from \$1,200 annually to \$2,000 for 3 years).
- Instructed at Mohave Community College. Covered material such as Search Engine Placement, Dreamweaver software, XHTML and CSS. Helped students during off-time to insure competency of the material covered.

**Skill Set**

- Solid XHTML / CSS / Flash CS3 / ActionScript 2.0
- User-Interface design and development
- SEO / SERP strategies and deployment
- Project Management
- Business Identity Design and Branding

**Software Proficiencies**

<b>Web and Design</b>	<b>Content Management Systems / E-Comm</b>	<b>Productivity</b>
Dreamweaver	Mambo / Joomla	MS Office
Flash	Expression Engine	Acrobat
PhotoShop	Zen Cart / OsCommerce	Quickbooks
FireWorks	ClickCartPro	
InDesign	Yahoo! Shopping	
	Google Analytics / Webmaster Tools	

**Programming Languages**

<b>Advanced</b>	<b>Intermediate</b>	<b>Database</b>	<b>Servers</b>
XHTML	PHP	MySQL	Apache
CSS	JavaScript		
C++	AJAX		
ActionScript			



## Related Work Experience

### ***KosiDesigns, LLC***

Owner / Web Designer / HTML Coder                      *Currently Employed*

Originally started KosiDesigns as an independent website design firm. After developing several websites for local companies in Kingman, Arizona, KosiDesigns, LLC quickly addressed the need for a local Business Identity and Marketing Strategy firm. KosiDesigns, LLC currently offers customer solutions ranging from Marketing Plan analysis to full implementation of Marketing Plans / on and off-line Branding, Web Sites and SEO / SERP services. In-house services range from digital design, web site creation, business identity materials as well as marketing and advertising development and design.

#### ***Duties include***

- Project management
- Sales and Marketing (for both business and clients)
- Web site management
- Print design (business cards, yellow page ads, logo design)

#### ***Proficiencies***

- HTML / CSS hand-coding without the use of WYSIWYG editors
- PHP / MySQL / Apache
- Dreamweaver 8 certified
- PhotoShop, Flash, Fireworks and Dreamweaver CS3
- Microsoft Office 2003 (including Access, PowerPoint and Project)
- Mac OSX / Windows 3.x - Vista

***Mohave Community College***  
2007

Web Site Design Instructor

*Sep 2007 thru Dec*

Instructed students in Web Design I.

#### ***Material Covered***

- Dreamweaver 8 workspace and layout
- Web Page creation using design mode in Dreamweaver
- CSS basics

#### ***Job Duties***

- Maintain student records and grades
- Grade projects and homework
- Assisted student on non-scheduled work days to offer students assistance with material covered.
- Maintained a friendly and inviting environment where students felt they could ask questions in class.

## Previous Experience

***Mohave Community College***

Continuing Education Facilitator

*Aug 2005 thru May 2007*

Instructed employees on various topics such as Microsoft Office 2003 (Word, PowerPoint, Excel, Outlook, and Access), Customer Service, and various soft skills.

***CPR, Inc.***

Filing Clerk / Computer Help Desk

*Mar 1998 thru Jul 2001*

Handling of incoming and outgoing mail. Daily bank deposit handling. Computer maintenance and repair. Internet support. Internet data retrieval



## **Additional Information**

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### **Accreditation**

Dreamweaver 8 Professional Web Developer

*Certified 2007*

### **Memberships**

Kingman Air and Auto Show – Committee Member / Webmaster

World Wide Web Consortium

BBB Arizona

International Web Association

Kingman, Arizona Chamber of Commerce

### **Awards**

Golden State Awards in the State of California with High Honors for Chemistry, Environmental Science and English

### **References**

*“Sarah is a bright and vivacious talent whose enthusiasm for web design is only passed by her desire for perfection. Her genuine concern for her clients directly translates to phenomenal customer service, going the extra distance to ensure her clients are completely satisfied. Combining with solid skills in HTML/CSS and an artistic eye, Sarah is a web designer on the rise, whom you should expect great things from. It's been a pleasure mentoring and watching her develop into a skilled professional whose services I would recommend to anyone.”*

### **Special Interests**

Web Design / HTML / CSS

PHP / MySQL / Apache

Graphic Design

Business Identity Design / Marketing

Print Media (textures, spot coloring)