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303-667-6075

KRISTA M. RUNDIKS

DESIGNER & TECHNICAL COMMUNICATIONS PROFESSIONAL

PROFESSIONAL SUMMARY

Designer & Technical Communications Professional with over 15 years of expertise in digital marketing, brand building, and instructional design. Adept at leveraging advanced skills in Adobe Creative Cloud, HTML, and UI/UX design to drive innovative solutions and optimize content across various platforms. Visit www.KmrDesigns.net for more information.

EMPLOYMENT HISTORY

JUN 2024 - PRESENT
Web Content Specialist, Exponential Technology Group, Remote
Assist with web content for multiple stakeholders & help with service delivery for internal employees.

JAN 2021 - JUN 2024
Marketing & Design Specialist, LogisticsFlow (LFI), Remote
Assisted electronic distribution firms with brand development, paid campaigns, marketing initiatives & reports, and front-end web design.

MAR 2023 - MAY 2023
Instructional Media Specialist, UNM College of Pharmacy, ABQ, NM
Learned about ACPE & CPE administration requirements, assisted in NEO course enrollment, helped in OSCE setup, & contributed to rebranding mock-ups.

MAR 2011 - DEC 2020
Marketing & Design Specialist, Component Distributors, Inc., Denver & Remote
Designed and created marketing materials and websites.

APR 2010 - MAR 2011
Web & Graphic Designer, HBW Marketing & Branding, Denver
Led web design processes from client communications, initial concepts, to production.

JUL 2005 - APR 2010
Web & Graphic Designer, American DataBank, Denver
Helped create 200+ custom background check websites.

AUG 2002 - AUG 2010
Free-Lance Web & Graphic Design, KmrDesigns, Denver
Designed marketing materials & websites for 25+ businesses.

EDUCATION

AUG 2024 - DEC 2025
GCERT in TPC, The University of New Mexico, ABQ, NM
Fifteen hours of courses from the broader range of courses within Rhetoric and Writing including Technical and Professional Communication & Ethics in Technical and Professional Communication.

APR 2023 - FEB 2024
Digital Marketing Bootcamp & Business Analytics (Passed), Promineo Tech & Ziplines - UNM Continuing Education, ABQ, NM
Completed a 16-week Digital Marketing Bootcamp and 10-week Business Analytics certificate.

AUG 2018 - DEC 2020
Master of Arts, Instructional Design & Technology, GPA: 3.96, 30 Credits, The University of New Mexico, ABQ, NM
Covered topics from understanding the adult learner and global e-learning to prototyping designs, utilizing presentation technologies, and exploring virtual worlds in online learning, culminating in a capstone internship project.

AUG 2004 - DEC 2006
Bachelor's Degree in Technical Communications / Multimedia Production, GPA: 3.39, 61 Credits, Metropolitan State University, Denver, CO
Completed multimedia courses covering various topics such as Writing for Interactive Multimedia & Multimedia Production.

MAY 1998 - DEC 2004
Associate of General Studies (Production & Design Tech), Associate of Applied Science (Graphics & Animations Tech), Certificate (Graphics & Animation Tech), GPA: 3.62, 137 Credits, Red Rocks Community College, Lakewood, CO
Coursework included Web Design, Digital Photography, Print Design, Color Theory, Photoshop, Illustrator, Video Editing, Sound Production, Animation and more.

SKILLS

Adobe Creative Cloud, MS Office, Google Products, HTML, CSS, Bootstrap, UI/UX Design, Wireframes, Prototyping, Design Fundamentals, Optimization Techniques, WordPress, Squarespace, CMS and LMS Fundamentals, Articulate 360, Digital Photography, Film & Video Background, Basic Audio Recording & Editing, MIDI Creation.
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Digital Marketing, Brand Building, Graphic, Web, & Instructional Design, Business Analytics Fundamentals, Project Analysis, Pre-Production & Project Planning, Budgeting, Client Communication, Content Creation, Content Optimization, Team Oriented, Friendly, & a Self-Starter.
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HOBBIES

Gardening & Landscaping, Mosaics, Mixed Media Art, Painting, Digital Photography, Clarinet & Flute, Violin, Songwriting, Poetry, Walking Dogs, Health & Wellness, & Lap Swimming.