

## Resume

# Kevin Banet

## Website content manager

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### Current activity

- Consulting in web design and web services for small businesses and non-profit organizations on a part-time basis.

### Experiences and skills

- **Web designer/project manager.** Modified and managed the main website of Institute on Religious Life at [www.religiouslife.com](http://www.religiouslife.com), which consists of more than 100 pages, an online catalog, and an online database of member organizations. Used Dreamweaver web-authoring software as well as languages HTML and JavaScript. Created PHP-based online catalog at [www.religiouslife.com/catalog](http://www.religiouslife.com/catalog). Hired consultants for website projects.
- **Database designer.** Designed and built the Access donor, subscription and convention database for Institute on Religious Life (IRL) and WomanCare pregnancy center in Berwyn, Ill. Successfully converted the IRL's Paradox database to Access, then converted Access to the online donor database eTapestry in 2007.
- **Journalism, media relations.** Written works include *The Winning Natural Family Planning Publicity Program* (74 pages) for Couple to Couple League, Cincinnati, Ohio, 1983; and "A Bicyclist's Night in Jail," *American Wheelman* magazine, 1979. Have also edited magazines and books. Worked as public media contact for Couple to Couple League. Also worked as a general assignment newspaper reporter.
- **Desktop publishing, editing.** Proficient in desktop publishing (PageMaker 6.0). Designed brochures, annual convention ad book, magazines, using PageMaker 6.0 and Photoshop 5.5.
- **Sales, marketing, advertising.** Coordinated ads for convention ad book for Institute on Religious Life. Worked as ad taker for *Chicago Sun-Times*. Currently services Google ads for Kevin's own company, TreeFrogClick, Inc., and calls religious communities and visits local businesses to sell web and database services.
- **Office management.** Managed four employees at Institute on Religious Life, from 1992 to 1999, and worked there with various computer experts to solve technical problems. Developed and coordinated a training program for volunteer publicity workers at Couple to Couple League. Currently hires and coordinates consultants for web and database services. Coordinates fund-raising program each fall in local parish.
- **Photography.** Has taken and published photos for magazines and print publications. Experienced in Photoshop 5.5. Took photos at the Institute on Religious Life's national meeting each year.
- **Bookkeeping.** Maintained accounting on QuickBooks for Institute on Religious Life and Kevin's own company, TreeFrogClick, Inc.
- **Bulk mail, circulation, CASS and NCOA.** Worked on various machines in the print/mail house at St. Martin de Porres community in New Hope, Ky. Conformed to

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standards of the U.S. Postal Service's National Change of Address (NCOA) system and CASS address hygiene system, and managed circulation and updated donor database with these systems for Institute on Religious Life, Libertyville, Ill.

- **Office software.** Office 2003, including Word, Excel, Outlook and Access. Office Word experience includes styles and mail merging. Office software includes QuickBooks, Quicken, Dreamweaver for websites and Visual Basic for Applications 5.0. Some network administration.

### Employment history

- **Institute on Religious Life,** Libertyville, Ill. Office coordinator from 2001 to September 2007.
- **National Association of Boards of Pharmacy,** Mt. Prospect, Ill. Editor from 2000 to 2001.
- **Midwest Theological Forum,** Woodridge, Ill. Desktop publishing, editor from 1999 to 2000.
- **Institute on Religious Life,** Chicago, Ill. Office manager, from 1992 to 1999.
- **St. Martin de Porres Community,** New Hope, Ky. Print shop work, data entry, desktop publishing, editing from 1986 to 1992.
- **Couple to Couple League,** Cincinnati, Ohio. Public information director for this natural family planning organization from 1981 to 1985.
- **Sun Journal newspaper,** Lansing, Ill. General assignment reporter from 1980 to 1981.
- **Chicago Sun-Times,** Chicago, Ill. Ad taker in advertising department, 1977 to 1978.

### Education

- **St. Joseph's College.** Bachelor of Science in Psychology. Minor in English.
- **Journalism.** Classes at University of Illinois, Urbana-Champaign; Northwestern University, including Washington, D.C. reporting internship.
- **Other classes.** Includes web design, web and database programming, Microsoft Word, Spanish, history and archeology.

References available upon request.

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