

Kara Fortuna

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Work Experience

Tim Kelley Consulting

Historic Preservation Associate/Project Manager/San Francisco, CA/2009-present

- Manages a three person Historic Preservation consultancy. I am the primary point of contact for new and existing clients; I project manage approximately 80-100 individual projects per year, overseeing freelance consultants, assigning projects, monitoring project turnaround and delivery; I assist in researching and drafting historic preservation reports including Historic Resource Evaluations, Historic Context Statements, local, state and national register nominations, and California DPR forms; I edit all reports before they are published.

Wachovia Bank/World Savings Bank

Problem Resolution Specialist II - Office of the President/Oakland, CA/2006-2008

- Researched, resolved & responded to customer correspondence addressed to Wachovia's Office of the President. Created and edited template letters to be used by departments throughout the company.

Eden I&R

Program Specialist - Development & Marketing/Hayward, CA/2005-2006

- Researched, composed & submitted grant applications to private and public foundations. Created annual fundraising letters designed to solicit donations from individuals; tracked incoming donations & generated thank you letters/receipts. Produced quarterly agency newsletters & yearly annual reports; worked with staff on gathering articles & statistics to complete publications.

National AIDS Marathon Training Program

Program Representative/Oakland, CA/2004-2005

- Served as primary contact person for AIDS Marathon participants. Provided support during the six-month training program & off site at destination marathons. Conducted recruitment & orientation presentations on a regular basis.

Alameda County Public Health Department

Specialist Clerk (Temporary)/Oakland, CA/2002 – 2004

- Assisted in planning events including monthly board meetings & annual conferences; maintained countywide resource directory database; general clerical duties including scheduling meetings, writing letters, proofreading & recording minutes.

Zengine

Editor/Writer, Marketing/Merchandising/Berkeley, CA/1999-2001

- Edited user manuals for Zengine's tool-based software applications, based on existing tools, design specifications for new tools & products in development. Created customized manuals for individual client training sessions; Oversaw content writers team, led team meetings & advised individual team members. Proofread & edited all content created by the content team; Built & maintained company resource library to provide employees with industry news & relevant articles, studies & surveys; Researched, wrote & edited product descriptions for e-commerce clients. Researched & selected products to be featured in regularly updated buyers' guides & product reviews. Edited guides & reviews. Managed merchandising campaigns, including strategic product placement & targeted e-mail marketing campaigns, resulting in increased site traffic & sales.

InPhoto Surveillance

Editor/Oakland, CA/1998-1999

- Wrote training & instructional material for the editorial department; developed, created & edited marketing material targeted toward specific demographic groups; proofread & edited surveillance reports for accuracy, continuity, content & grammar; improved the content & quality of reports through correspondence & personal meetings with investigators and their supervisors.

Volunteer Experience

Urban Montessori Charter School

- Family Advisory Council Member, 2018-present
- Family Advisory Council President, 2020-2021
- Family Advisory Council Board Member, 2021-2023
- Fundraising Co-Chair. 2020-present

Education

University of California, Santa Cruz
BA, Literature, 1996

University of California, Berkeley Extension
Certificate, Cultural Landscape Preservation, 2015