

# Carolyn A. Hipkins

## UX/Interaction Designer

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[cahportfolio.digital](http://cahportfolio.digital)

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### PROFESSIONAL SUMMARY

Careful and thoughtful UX/Interaction Designer. Empathetic listener. Experienced developing and managing web content. Good knowledge of HTML and CSS. Organized and thorough project manager.

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### SKILLS

HTML  
Wireframing(Draw.io)  
Usability Testing

CSS  
Prototyping  
Google Analytics

Web Design  
Web Development  
Project Management

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### PROFESSIONAL EXPERIENCE

#### Women Who Code DC Hackathon, DC Femtech HackforGood Hackathon

04/30/2016 – 05/01/2016, 06/25/26 – 06/26/2016

#### **Content Design/Web Design/Code**

- Worked with a team to design and develop a companion web app to help users fill out government forms
- Use case was helping eligible DC residents create a motion to seal their criminal records
- Created low-fidelity and high-fidelity wireframes
- Created business process diagram
- Assisted in content development
- **Achievements:**
  - Hand coded clickable HTML prototype
  - [Prototype](#)

**PROFESSIONAL EXPERIENCE (continued)****Beechfield United Methodist Church (UMC) - Baltimore, MD**

02/2015 - Present

**Web Designer/Web Developer/Website Manager**

- Designed, developed and launched a website for Beechfield UMC as a student project
- Worked with the stakeholders (the church council) to determine the website's goals and target audience
- Created low-fidelity and high-fidelity website and webpage wireframes
- Researched web hosting platforms
- Presented findings, design, and recommendations in design document
- Developed website using the Weebly platform
- Created usability test plan
- Performed usability testing
- Currently serving as web manager on a volunteer basis
- **Achievements:**
  - Launched site March 27, 2016
  - Website: [Beechfield UMC](#)
  - Moved site up in page rankings in Google search

**HireOne – Washington, DC**

06/2011 - Present

**Legal Assistant**

- On contract at the Federal Mine Safety and Health Review Commission
- Responsibilities as legal assistant helped in designing web app
- Assist law clerk with legal research – learned to read and understand legal language
- Draft documents such as Notice of Hearing, Notice of Hearing Site, subpoenas
- Draft and proofread settlement documents
- Proofread major decisions and orders for form, content, spelling and grammar – also helped in learning legal language
- Redesigned Case History Form improving presentation and readability
- **Special Project – Intranet Committee:**
  - Served as content manager
  - Compiled proposal for new intranet functions

## PROFESSIONAL EXPERIENCE (continued)

### Ames-Sudbrook United Methodist Church – Pikesville, MD

07/2003 – 12/2009

#### Minister

- Designed and developed website for the church
  - Took seminar sponsored by the UMC on church web design
  - Researched other church websites for design and content
  - Designed icon which was used on all church communications
  - Created low-fidelity wireframes
  - Developed website and oversaw launch
  - Served as content manager once site was launched
  - **Achievement:**
    - Raised visibility of church in community
    - Helped to increase membership by 10%
    - Created brand for the church
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## EDUCATION

Rutgers University - New Brunswick, NJ -Bachelor of Arts - English – 1979

Wesley Theological Seminary – Washington, DC – Master of Divinity – 1998

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## PROFESSIONAL DEVELOPMENT

Towson University – Center for Professional Development - Web Design Specialist - 2015

Codecademy – HTML/CSS - 2016

Codecademy – JavaScript (currently taking course)