Elizabeth (Lisa) Vance

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SUMMARY

I am a UX Designer with a background in program management, content writing and stakeholder engagement. My user-focused approach was honed by years of working with clients to find the best solutions for their needs. As a designer, I am passionate about creating intuitive products built on streamlined processes.

EDUCATION

Barnard College,
Columbia University
B.A. in History received in 2013

Bloc.io
UX/UI Design Apprenticeship in 2017

RELEVANT SKILLS

User Research	Interviews
Market Research	Personas
Content Writing	User Stories
User Flows	Prototyping
Usability Testing	Mockups
Wireframing	Branding
Typography	Color Theory
HTML	CSS
Javascript (basic)	Git

TOOLS

Adobe Photoshop	InVision
Adobe Illustrator	Sketch
Usertesting.com	Balsamiq
UsabilityHub	Flinto
Salesforce	Keynote
Microsoft Office Suite	

SAMPLE DESIGN PROJECTS

First Impressions, Bloc   **2017**
An e-commerce site selling rare books

· Conducted market research on the rare book industry, completed a competitor SWOT analysis and benchmark study and interviewed collectors

· Designed the site architecture for an MVP product, prototyped wireframes , finalized hi-fi mockups and conducted usability tests with InVision

Gowork, Bloc   **2017**
An app for New Yorkers to find and compare coworking space

· Researched the coworking industry, surveyed freelancers and students about their coworking preferences

· Created wireframes, conducted usability testing, prototyped wireframes (InVision) and mockups (Flinto)

EXPERIENCE

SeamlessDocs, New York, NY   **2017**
SeamlessDocs works with Governments to help them digitize and automate their operations

People Operations (Contractor)   *Nov 2017 - Present*
· Advising on recruiting processes, implementing a new application tracking system, and managing relationships with third-party recruiting agencies and vendors

· Recruiting software engineers

Business Talent Group, New York, NY   **2013 - 2017**
BTG is a leading marketplace for global companies to identify and engage freelance business professionals for project-based work

Senior Program Manager   *Jan - June 2017*
· Built and standardized the Request for Proposal (RFP) processes: created proposal content and reusable templates to reduce response time and standardize strategy across teams

· Continued to manage individual project proposal processes

Program Manager, Client Service   *Jan - Dec 2016*
· Managed 75+ project proposal processes with a focus on pharmaceutical and financial services clients

· Responsible for two direct reports and training a Jr. Program Manager

Senior Associate, Client Service   *Jan - Dec 2015*

Associate   *Sept 2013 - Dec 2014*