

# Maja Nadel

## USER EXPERIENCE DESIGNER

### WORK BACKGROUND

#### Social Media Coordinator

*DOMINICAN DEVELOPMENT CENTER , BOSTON  
MAY 2020 TO PRESENT*

- Manages website and social media accounts
- Creates social media graphics for daily postings
- Prepares reports on daily, weekly and monthly analytics

#### Program Coordinator / Member of Executive Team

*WOMEN ENCOURAGING EMPOWERMENT , REVERE  
DEC 2018 - SEPT 2019*

- Worked with budgets and procedures to ensure the implementation and success of the programs
- Monitored staff members' workloads and hours, coordinate their schedules and plan their time off
- Tracked billing payments
- Worked closely with the other members of executive team

#### Program Assistant

*IRISH INTERNATIONAL IMMIGRANT CENTER, BOSTON  
MAY 2017 - SEPT 2017*

- Planned and delivered English and Civic lessons
- Administrative duties using Salesforce

#### Program Assistant

*WOMEN ENCOURAGING EMPOWERMENT , REVERE  
OCT 2016 - MAY 2017*

- Assisted English lessons
- Administrative duties and managing social media

### ACADEMIC BACKGROUND

#### University of Rijeka

*MS IN HOSPITALITY MANAGEMENT, GRADUATED IN 2006*

#### University of Rijeka

*BA IN ECONOMICS, GRADUATED IN 2005*

### GET IN TOUCH

Mobile: (646) 858-5101  
Email: nadelmaya5@gmail.com  
Portfolio: [www.behance.net/majanadel](http://www.behance.net/majanadel)  
LinkedIn: @majanadel  
Website: <https://majanadel.github.io/portfolio-website/>  
Location: Boston / open for relocation

### SUMMARY

User Experience Designer with a background in the hospitality industry and Non-profit sector. I've been working in client facing environments for the past 12 years and I excel by doing work that positively affects peoples' lives. The non-profit sector gave me opportunity to realize the importance of creating programs and services that benefit people in need and the hospitality industry taught me how important it is to create positive and memorable experiences. I want to apply the skills I gained in my diverse background to the User Experience field and design unique products tailored to peoples' needs and desires

### SKILLS

Wireframing & Prototyping  
User Interface  
User Research  
User Stories & Personas  
Usability Testing  
Competitive Analysis  
Information Architecture  
A/B and Preference Testing  
Surveys and User Interviews  
Frontend Development

### TOOLS

Adobe XD  
Sketch  
Balsamiq  
InVision  
Figma  
Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign  
Usability Hub  
Salesforce  
HTML & CSS  
JavaScript

### CERTIFICATES

Certificate in UX Design, CareerFoundry

### LANGUAGES

Croatian (Native)  
English (Fluent)  
Spanish (Intermediate)  
Italian (High Beginner)