RICHELLE CINCO

CONTACT

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PROFILE

An aspiring designer and developer with a solid understanding of user experience and more than a decade of leadership, collaboration and business operations experience, now pursuing a career in design and technology.

EDUCATION

M.S. COMPUTER INFORMATION SYSTEMS
Boston University, Boston, MA
2024 - Ongoing

B.F.A GRAPHIC DESIGN
CERTIFICATE IN UX DESIGN & ELEMENTARY FRENCH
Boise State University, Boise, ID
Magna Cum Laude
2019 - 2023

SKILLS

- Visual arts & design
- User-centered design
- Design thinking
- Typography
- Leadership
- Problem-solving
- Prototyping
- Communication
- Event planning
- Coding

ACHIEVEMENTS

Analysis, Research, and Implementation to Enhance Efficiencies

- Provided leadership in the implementation of software that culminated in successful results
- Created multiple automated templates for correspondence with customers and vendors
- Collaborated and redesigned processes that saved thousands in monthly operating costs
- Creatively developed procedures using manuals, flowcharts, and presentation modules, which other departments modeled after

Managed & Fostered Talents and Fulfilled Department Goals

- Recognized for leading a department with the highest rating of job satisfaction based on a yearly survey amongst its team members

Utilized Subject Matter Expertise to Assist Upper Management's Decision-Making

- A key individual who understood the organization's operations processes and procedures; thus, the only individual at manager-level asked to participate and assist during merger

SOFTWARE

- Adobe Photoshop
- Adobe Illustrator
- Adobe After Effects
- Adobe Premier Pro
- Adobe XD
- Figma
- CSS
- HTML
- Javascript
- Boostrap
- Java
- React
- TypeScript
- SQL
- GIT
- Microsoft Office

EXPERIENCE

LUMENS.COM I OPERATIONS SUPPORT MANAGER I Sacramento, CA 2008 - 2018
Supervised the day-to-day operations of purchasing, vendor relations, warranties & returns

ZEPHYR I SHOWROOM MANAGER I San Francisco, CA 2003- 2007
Managed showroom operations in the San Francisco Design District

SMART & FINAL I PAYROLL COORDINATOR I Stockton, CA 2002-2003
Provided support to the payroll manager in processing payroll for over 500 employees

LANGUAGES

- English
- Filipino
- Cebuano
- French

HOBBIES

- Paper Art
- Film & Photography
- Art & Crafts
- Ceramics
- Gardening