Ben Smith

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EDUCATION
University of California, Irvine (UCI)   March 2021
B.S. in Informatics, Specialization in Human-Computer Interaction

TECHNICAL SKILLS
Programming: Python, HTML, CSS, Wordpress, Git, Tailwind CSS
UX Design: Adobe XD, Figma, Usability Testing

WORK EXPERIENCE
UCI Student Center & Events Services | Irvine, CA   April 2018 - Present
Operations Manager | November 2019 - Present
- Compile a daily task list for operations staff to complete
- Correspond with reservations staff, operations staff, and clients to resolve event issues
- Verify that rooms set up by operations meet the requirements of clients and reservations staff

Crew Lead | July 2019 - November 2019
- Supervised setups by checking diagrams and reports to ensure rooms were prepared properly
- Assisted clients with A/V, equipment additions, and questions regarding student center policies

Building Lead, Visitor Center Receptionist | April 2019 - June 2019
- Trained new employees in student center operations and policies
- Aided prospective students, families, and guests with campus amenities and tour times
- Provided frontline customer service in a variety of live events and other guest interactions

Operations Crew Member | April 2018 - March 2019
- Set up equipment for special events, including tables, chairs, and A/V equipment

Enviro-Tech Services | Martinez, CA   June 2016 - September 2016
Email Marketing Manager
- Designed company email campaigns
- Purged company's eCommerce database of old products and updated website with new stock

PROJECTS
Dean Lipsitz, Private Professional Fiduciary   *deanlipsitz.com*
- Built a website in to display client's services and contact information
- Migrated original website to Wordpress to allow easier manipulation of content for the client

Healing Odyssey, Informatics 117

healingodyssey.net
- Overhauled design of a website for a non-profit organization as part of an upper-division project course at UCI
- Designed high-fidelity mockups of site components and created a style guide
- Implemented redesigns in the client's existing Wordpress website

Smash.gg Redesign, Informatics 132
- Redesigned several pages of Smash.gg's website for an upper-division project course at UCI
- Conducted usability tests, designed high-fidelity mockups, compiled findings in a design report