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: Javascript, HTML, CSS, Python, Wordpress, Git, GitHub, 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