

EDUCATION

BLOC.IO

User Experience Design
August 2018 - June 2019

CALIFORNIA STATE UNIV., SACRAMENTO

Business (Finance)
August 2010 - May 2015

SKILLS

Figma
Sketch
Adobe XD
InVision
Usability Hub
Google Suite
Photoshop
HTML/CSS
GitHub

Research (survey and analysis)
Sketching and wireframing
Iterative mockup creation
Prototyping
Usability testing
Branding/visual design

CASE STUDIES

Cauldron - Grocery and Recipe Mobile App

Duration: 1 month

Tools: Figma, Usability Hub, Google Suite, Google Hangouts, Dropbox
Paper

Stork - Cloud Storage Mobile and Web App

Duration: 2 months

Tools: Figma, Usability Hub, Google Suite, Google Hangouts

PROFESSIONAL WORK EXPERIENCE

Pioneer Square Advisors

Senior Financial Reporting Associate Dec 2018 - Present

- Reviews the preparer's monthly accounting work
- Maintains client communication
- Performs ad hoc requests at each clients' request
- Records transactions through Quickbooks to assist the tax team with 1099 processing.

Financial Reporting Associate Oct 2016 - Dec 2018

- Prepares performance, expense, and ad hoc reports
- Maintains cash accounts and conducts wire transfers
- Produced performance and expense reports to deliver to clients in a timely manner

State Street

Client Services Associate II Feb 2016 - Sept 2016

- Takes on weekly reconciliation calls with the investment manager
- Maintained over 100 days of having zero reconciliation issues
- Onboards new team members
- Resolves an average of 50 issues per day during the pre-pricing period

Client Services Associate I Jun 2015 - Feb 2016

- Resolves over 200 income-related discrepancies per day
- Assisted the audit team by reconciling Fixed Income funds after regular work hours