Mai Nguyen

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UX METHOD
-Usability Testing
-Persona & Scenario
-Prototyping
-User Research
-Wireframing
-User Interviews
-Graphic Design

SOFTWARE
-Illustrator / Photoshop
-Sketch
-InDesign
-Invision
-MyBalsamiq
-Prott
-SPSS
-Flash

PROGRAMMING
-HTML/CSS
-Javascript

LANGUAGES
-English (Fluent)
-French (Native)

EDUCATION
CareerFoundry
UX Design Certificate, May 2018-Dec 2019
Completed 400+ hours of an immersive UX design master course

San Jose State University | San Jose, CA
Bachelor of Business Administration, GPA: 3.5, Aug 2012-December 2016
Honors: Dean's Scholar Award for three years.

WORK EXPERIENCE

Peloton Technology
Mountain View, CA | AP Accountant | Feb 2017 - May 2018

- Perform detail review of general ledger accounts and posting.
- Collaborated consistently with Engineering Department over billing schedule with testing equipments and software licenses.
- Post journal entries and ensure supporting documentation of expenses.
- Enter invoices to corresponding POs and kept track of open & closed POs.
- Review and Process employee reimbursements through Tallie.com
- Analyze outcome and variances for financial reviewing.
- Engage with third party vendors for communication and solving discrepancies.

Apigee Corporation
San Jose, CA | Accounting Intern | June 2015 - Feb 2016

- Responsible for processing and coding invoices to GL account on Netsuite.
- Kept track of purchase orders and reimbursements expenses.
- Updated and maintained vendor database by obtaining W9s, inputting federal ID number.
- Reached out to vendors about payment inquiries.
- Help update revenue information on Monthly Booking Tracker.

San Jose State University
San Jose, CA | Office Assistant | May 2014 - June 2015

- Used Excel and Microsoft Word to create graphs and tables of student statistics.
- Scheduled appointments and created new reservation spreadsheets each quarter.
- Provided general administrative assistance such as updating databases.
- Answer general questions about the Civil Engineering program.