

Mai Nguyen

<https://mxmidesigns.github.io>

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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-Jan 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.
- Post journal entries and ensure supporting documentation of expenses.
- 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.