

DANIELA DUNMAN

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EXPERIENCE

Freelance Consultant | August 2020–Present

Austin, Texas

Collaborate with software developer to produce and code websites and web applications

Assist in developing responsive websites and web applications by providing design input

Conversation Sem Enrolment (CSE) | March 2020–Present

Online English Teacher | Porto Alegre, Rio Grande do Sul, Brazil (Remote)

- Lead remote, semiweekly English lessons for 4+ Brazilian students of various levels through self-paced, one-on-one interactions through Skype
- Maintain and update students' records that outline lessons, tuition, assignments, and attendance using Excel
- Prepare engaging materials and review lessons for students to optimize learning and practice the English language

Projeto Brasil | September 2015–March 2020, September 2021–Present

Administrative Assistant | Austin, Texas

- Complete in-house design work that reflects and extends the school's brand using Adobe Suite
- Create and maintain filing systems for 50+ student financial records, and library of 1500+ books, movies, and games
- Oversee school email account, managing communication with parents and other stakeholders
- Supervise work and training of 8+ junior staff and volunteers
- Take over classes and deliver lessons when teachers are late or absent
- All work done in Portuguese

University Star | February–June 2019

Design Intern | San Marcos, Texas

- Illustrated and designed content for university newspaper
- Designed layout of stories and other content for weekly publications
- Coordinated with the publication team to attend weekly meetings about newspaper content to be published that week
- Met weekly deadlines for newspaper publications

SKILLS

Journey mapping

User Flows

Surveying

Mixed-method Research

User Interviews

Data Analysis

Prototyping

User Testing

Task Management

Organization

Communication

Collaboration

Customer Service

Fluent in Portuguese

Intermediate Spanish

SOFTWARE

Illustrator
InDesign
Adobe XD
Photoshop
Miro
Figma
Basic HTML/CSS
Slack
Excel

RECOGNITION

TXST Top ComDes | Fall 2021
Exhibit for most award winning students
Maura Rose Kampa Scholarship Finalist | Summer 2021
Texas State University 100-4-100 Scholarship | Spring 2021
Graphis New Talent 2021, International | Spring 2021
EZ Grill Trademark, Gold Publication Award
Zippo Trademark, Silver Publication Award
Nephelae Trademark, Honorable Mention
Cattlemen Trademark, Honorable Mention
Maura Rose Kampa Scholarship Finalist | Summer 2020
Inducted member of NSLS | Fall 2020
Council of Scholars 2020 | Spring 2020
Honor Society at ACC | Spring 2017

EDUCATION

Texas State University
Bachelor of Fine Arts Communication Design
4.0 GPA
Dean's List

Austin Community College
Associate of Arts
3.9 GPA
Honor student

INVOLVEMENT AND INTERESTS

Member of AIGA
Member of Students of UX Design (SOUXD)
Travel yearly to Brazil and spend 3 months there
Passionate about fitness training
Currently learning Spanish