Alexandra Rivera

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SUMMARY

User-centric, people-oriented, team player with experience in user experience research and design, brand design, education, and photography. Looking to apply a diverse skill set into User Experience, Research, and Product Design roles.

EDUCATION

UX Design, *CareerFoundry*   2022

Certification in UX Design; Specialization in Frontend Development

Human Development, *CSU-East Bay*   2019

B.A. in Human Development; Specialization in Early Childhood Development

SKILLS

● User Research ● Wireframing ● Prototyping ● Usability Analytics ● User Testing ● Personas ● Visual Design ● Brand Design ● Sketch ● Figma ● Adobe Suite ● Slack ● Balsamiq ● Miro ● VSCode ● GitHub ● Microsoft Office ● HTML5 ● CSS3 ● JavaScript ● Bootstrap ● ReactJS ●APIs

CERTIFICATIONS

Responsive Web Development, *SheCodes*   2022

ReactJS Web Development, *SheCodes*   2019

PROFESSIONAL EXPERIENCE

Office Manager, *Speachy Learning Center*   Sept 2021 – Nov 2022
Menlo Park, CA

● Managed appointment scheduling, patient records, medical billing and financial information for 100+ clients
● Handled office and administrative tasks such as Preparing budget reports, distributing invoices, and analyzing and reconciling variances
● Created and implemented office policies and procedures to ensure the health and safety of employees, therapists, and clients.
● Redesigned and updated company website on WordPress as well as marketing and social media materials with Adobe Photoshop and Canva
● Improved the organization of client files and implementing new intake systems that saved time, minimized errors and accelerated enrollment by up to 50%.

Freelance Photographer, *Factor Designs*   Nov 2019 – Present
Bay Area, CA

● Produce photoshoots in various methods including film/digital media
● Conceptualize and produce marketing content for 4 female-owned small businesses
● Design and collaborate with clients for portraits, weddings, and company events
● Edit and enhance photos for distribution using Adobe Photoshop and Lightroom

Child Development Specialist, *Bright Horizons-Genentech*   Apr 2015 – Sept 2021

Lead Teacher (Sept 2016 – Sept 2021)
● Promoted within 17 months due to strong performance and leadership skills
● Created and implemented a quality curriculum to meet the developmental needs of
60+ preschool aged children
● Maintained documentation and communication with families through bi-annual conferences
● Observation and recording of behavior and developmental milestones produced in
comprehensive reports.
● Liaised for onboarding orientation for new employees and conducting school tours for new
families
● Created and led 3-month school-wide sustainability project to improve the school's outdoor
education program

Assistant Teacher (Apr 2015 – Sept 2016)

● Supported the Lead Teacher with engagement and observation of 20 children per class
● Maintained organization of rooms and supplies and prepared materials for the daily curriculum
● Effective demonstration and use of the required educational philosophy to promote positive
social-emotional guidance