

Alexandra Rivera

UX DESIGNER & PRODUCT DESIGNER

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ACADEMIC BACKGROUND

UX Design

CareerFoundry
Expected completion: 11/2022

B.A. Human Development

California State University: East Bay
Graduated: 06/2019

TALENT & SKILLS

Experience design
Interface Design
User Research
Brand Design
Frontend Development

TOOLS

Figma
Sketch
Adobe creative suite
FlowMapp
Balsamiq
Marvel
Invision

CERTIFICATIONS

SheCodes Web Development

SheCodes Workshops | April 2019

SheCodes Responsive Web Development

SheCodes Workshops | May 2019

SheCodes React Development

SheCodes Workshops | July 2019

PERSONAL INTERESTS

Photography
Web Design
Baking
Reading
Freelancing

WORK EXPERIENCE

OPERATIONS MANAGER

Speachy Learning Center | Menlo Park, California
09/2021 to Present

Maintain and update schedules for 100+ clients and 4 therapists.

Manage marketing and social media channels increasing client base by 40%.

Design and implement office policies and procedures

Achieve financial goals by preparing budget reports, distributing invoices, and analyzing and reconciling variances

PHOTOGRAPHER - FOUNDER

Alexandra Noelle Photography | San Francisco Bay Area
11/2019 to Present

Design and collaborate with clients for specialized portraits and events

Create marketing content for female-owned small businesses

Edit and enhance photos for distribution

LEAD TEACHER

Bright Horizons | Genentech | South San Francisco, California
04/2015 to 09/2021

Created and implemented a quality curriculum that meets the developmental needs of 60+ preschool aged children

Lead weekly team meetings to plan and prepare the class curriculum

Maintained documentation and daily communication with families
Liaised for onboarding orientation for new employees

Conducted school tours for prospective clients

INVENTORY SPECIALIST

Ambiance | San Francisco, California
02/2011 to 04/2015

Managed and organized the inventory for 3 onsite locations

Monitored and reported sales trends to process weekly markdowns

Fulfilled orders for inter-store merchandise transfers for 4 locations