



## CONTACT ME

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## TECHNICAL SKILLS

Balsamiq  
Axure  
Adobe InDesign  
Adobe Photoshop  
Adobe Illustrator  
Omnigraffle  
Camtasia  
Javascript  
HTML5  
CSS3  
AngularJS  
jQuery  
Ionic  
Ruby on Rails  
Wordpress  
Dreamweaver

## EDUCATION

**General Assembly**  
Web Development Immersive  
2015

**San Francisco State University**  
Business Management  
2007 - 2009

# ANGEL BANKS

## UX Design | UI Development

Seeking a position at a forward-thinking tech based company with whom I can continue to further my UX design and UI development skills. The ideal company will have an appreciation for passionate, multi-faceted, creative technologists and is looking for a candidate with my broad experience which also includes operations, project management, marketing, customer success, and general management.

## EXPERIENCE

### MonkeyPants Studios | UX/UI Design & Development

Atlanta, GA | May 2015 - Current

- Gather customer requirements to create user stories.
- Create wireframes and prototypes in order to optimize user-centric design.
- Web development of mobile and desktop apps.
- Project plan and schedule web development projects and company initiatives.

### General Assembly | FEWD Teacher's Assistant

Atlanta, GA | October 2015 - December 2015

- Teacher's assistant for the Front-End Web Development (FEWD) 10-week course.
- Assisted students with implementing their own designs using HTML, CSS, jQuery, and JavaScript.
- Mentored students and provided additional learning resources.

### 4UIDesign | UX Designer

Remote | February 2014 - December 2014

- Assisted with conducting user requirements gathering, competitive analysis, user research, creating user stories, wireframes, and prototypes.
- Created and edited copy for client projects.
- Project planning and scheduling for a UX design consulting firm.

### Cutting Edge Counsel | Director of Operations

Oakland, CA | June 2011 - February 2014

- Directed all aspects of operations, staff management (attorneys, consultants, accountants, program managers, marketing, and support staff), facilities, human resources, and finances for law and consulting firm, and nonprofit organization.
- Acted as product manager for developing new client services, bootcamps, and flat-rate packages for the law firm and consulting firm.
- Acted as project manager for the development of an online crowdfunding platform, workshops, conference, corporate rebranding, and website redesign.
- Created and documented client on-boarding process, intake, conflict checks, accounting policies, employee manual, and nonprofit program management policies and procedures.
- Managed company investment capital raise including investor tracking, investment marketing and PR campaign, events, and budget.
- Determined organizational needs for information technology and managed the development and implementation of systems, including the customization of a CRM for the use of all 3 companies.
- Created and implemented marketing and social media campaigns, and designed marketing materials.

## EXPERTISE

Project Management  
Business Process  
Planning & Implementation  
Communications  
Human Resources  
Marketing  
Client Services  
Regulatory Compliance  
Account Management  
Team Building & Training  
Social Media  
Logistics  
Event Planning

## VOLUNTEERING

### **Women Who Code - Atlanta**

*Evangelist - Social Media*

Develop social media strategy, brand awareness, and relevant content for organization events. Also, assist in the planning, operations, and logistics of special events.

### **Level Playing Field Institute**

*Hackathon Mentor*

Volunteered as a mentor at a two-day hackathon that gives students under-represented in computer science the opportunity to build apps that improve their community while they gain valuable tech skills.

## INTERESTS

Music  
Reading  
Traveling  
Reality TV  
Cooking  
Sports  
Brunch  
Bad Movies  
Meetups

## EXPERIENCE (CONTINUED)

### **ZoomSystems | Compliance Manager**

*San Francisco, CA | February 2008 - June 2011*

- Responsible for the regulatory compliance of over 1000 automated retail stores in all 50 states, Guam, and Puerto Rico.
- Customized out-of-the box software to track tax and business license compliance, and store locations.
- Developed compliance workflows for store installs and closures, license renewals, monthly sales tax returns, and income tax returns; created documentation and trained compliance staff.
- Ensured proper sales tax compliance by researching jurisdictional tax laws, filing sales tax returns, and maintaining state taxability matrices.
- Managed sales tax, property tax, and business tax audits and filed annual corporate reports.
- Created and implemented the internal corporate financial policies and procedures manual.

### **Emergency University | Account Manager**

*Redwood City, CA | August 2006 - February 2008*

- Hired, trained, and supervised a customer support team for an online CPR training company.
- Managed all aspects of corporate client accounts including: sale orders, scheduling onsite training, and site supervisor requests and concerns.
- Created instructor network program and application forms, and designed onsite training course materials and program evaluation forms.
- Developed customer service training manual and procedures for tracking customer issues.
- QA testing for online training bugs and report bugs to engineer.

### **4UIDesign | Jr. UX Designer & Project Manager (part-time)**

*San Carlos, CA | May 2004 - June 2011*

### **Law Offices of Sandra Banks | Operations Manager & Legal Asst.**

*Oakland, CA | September 2001 - August 2006*

- Responsible for the support of a sole practitioner of bankruptcy, family law, civil, and real estate law matters.
- Client on-boarding including intake interviews.
- Assisted with trial preparation including document preparation, legal exhibits, and research.
- Drafted and edited legal documents

## ACTIVITIES

### **ATL AngularJS Meetup Group | Co-Organizer & Social Media**

*Atlanta, GA | April 2015 - Current*

- Plan monthly meetups for front-end developers interested in AngularJS and JavaScript.
- Planned and coordinated a one-day workshop on Angular & Ionic.
- Responsible for marketing and social media.