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.

CONTACT ME

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- in/angelmbanks
- @angelmbanks

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

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.

Project Management
Business Processs
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.