



Contact

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Education

2020
Career Foundry
UI Design Certificate

2013
University of California, Berkeley
B.A Legal Studies

Skills

Design

- Sketch
- InVision
- Wireframes
- Moodboards
- Layouts
- Styleguides

Operations

- Team Management
- Scaling
- Project Management
- Process Improvement

Lisa Burtzlaff

UI Designer with a passion for operations, internal tool building and backpacking

Employment History

2019-2020

Senior Home Onboarding Coordinator

Zeus Living

- Managed onboarding process of new homes into the Zeus Network
- Partnered with Engineering, Product, and Design teams to improve internal tools
- Created and implemented processes specific to single family homes and their unique challenges
- Collaborated with various teams within the Ops organization to improve and refine workflow

2014-2018

Operations & Logistics Manager

The Mixing Bowl

- Managed all catering events and staff logistics
- Created & refined operational processes to produce an efficient and streamlined standard for staff
- Managed and maintained company event

2013-2015

Kitchen Manager

Berkeley Student Cooperative

- Managed an annual budget of \$60,000 for food and house supplies for a cooperative house of 40 students
- Supervised and assigned cooking shifts
- Ensured kitchen was up to city health code a