Chloe Lu. Barnard

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EDUCATION

University of North Carolina at Chapel Hill   Dec. 2017
  B.A Public Policy

Honors Seminar on Global Affairs and Public Policy   Jan – April. 2017
  Washington, D.C. honors internship program focused on domestic/foreign policy

North Carolina State University   Fall 2013 – Spring 2014
  B.S. Fashion and Textile Design, Textile Design Concentration
  NC State Textile Foundation Prestige Scholarship Recipient   Fall 2013

EXPERIENCE

User Interface Design Boot Camp, Career Foundry | Remote   October 2020 – Present (Expected Graduation October 2021)
— Intensive course in user interface and user experience methodologies with the guidance of an expert tutor and mentor taught in 3 modules: (a) Intro to UI Design (b) UI Immersion (c) Specialization in Frontend Development for Designers
(a) Learned and practiced core UI skills with Adobe XD or Sketch and created an interactive prototype
(b) Worked on 5 projects which covered design principles, user experience design process, user interface design process, mobile app design for IOS and Android, and Animation, Branding and UI Design Portfolios
(c) Coding my own portfolio website from scratch with HTML. CSS and JavaScript to display polished portfolios

Gift Coordinator, Columbia University Office of Alumni and Development (Gift Systems) | New York, New York
 June 2018 – February 2021
— The Gift Systems Department is responsible for processing and recording gifts to Columbia University
- Managed and tracked daily caseloads and answered interdepartmental, company, and donor inquiries via Salesforce
- Assisted Cash team with the preparation of the daily bank deposit when needed
- Used university mainframe system (Athena) and Salesforce to research and obtain accurate data for gifts
- Inputted gift data for web gifts, credit cards, wires and check batch proof reports following company procedure
- Worked with Major Gifts Team and Matching Gifts Coordinator to seek approval for major gifts and major pledges
- Prepared backups and maintained electronic copies of major gifts for IRS Audit procedure
- Worked with Gift Fix team for gift modifications

Gift Analyst (Wire Gifts), Columbia University Office of Alumni and Development (Gift Systems) | New York, New York **—** Took over role during colleague's temporary absence   October. 2018 – February. 2019

- Handle reconciliation projects and maintain cash control spreadsheet for wire gift transfers following audit-trail procedure
- Process all Wire transfers (Fidelity, Lockbox and general wires) and transfer back non-gift funds
- Review Arc and daily composite reports for reconciliation and status of gifts
- Reach out to university departments to obtain accurate gift data/codes and fully executed agreements
- Follow up with companies, donor advisors, or banks regarding pending wires
- Track and manage daily caseloads for wire inquiries via Salesforce
- Prepare white mail transactions for Financial Assistant

Tools

Salesforce   **Adobe—**Photoshop – Illustrator – InDesign   **Languages—**CSS – HTML – JavaScript

Core Skills

User Research   **Competitor Research**   **Wireframing**   **Prototyping**   **User Testing**   **Interaction Design**   **Graphic Design**