Dina Soufi

UX/UI Designer

About me

Comprehensive understanding of UX Design principles with over a decade of experience working with and for users in small and large enterprises, improving customer experience and service, analyzing and solving business problems, developing and enhancing business processes, managing and coordinating projects, designing and desktop publishing training materials. Recognized for ontime and on-budget deliveries with meticulous attention to details.

Portfolio



dribbble.com/dinasoufi



behance.net/dinasoufi

Work experience

Sparkis Group, Inc.

2017 - Present

Freelance UX/UI Designer

Collaborate with users, stakeholders, and the development team to ideate concepts leading to exceptional user experience designs, elegant user interfaces, and improved products.

Salus IRB

2013 - 2016

IRB Coordinator

Increased revenue by timely and accurately coordinating all planning, facilitating, processing, and follow-up activities for IRB meetings and deliverables.

Sardini Arthritis Center

2011 - 2012

Billing & Claim Processing Manager

Managed all medical billing tasks and improved cashflow by 60% through accurate and on-time A/R collection and processing.

Tesoro Companies

2009 - 2010

Legal Contract Consultant/SAP-CLM Project

Assisted Tesoro in achieving a major milestone establishing an SAP-based Contract Lifecycle Management system to digitize and archive paper contracts.

Precise Billing Services

2006 - 2012

Billing Analyst

Managed a medical billing consultancy supporting doctors with medical billing needs

Freddie Mac

1999 - 2005

Graphics Specialist and Project Coordinator

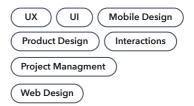
Managed timely production of high-quality training materials created by multiple developers resulting in over 2500 pages of desktop-published training documents, user manuals, presentations, business plans, marketing materials, posters, flyers, surveys, and product catalogs.

Contact

dina.soufi@gmail.com

Austin, Texas

Skills



Tools



Education

UX/UI Design Certification

Austin Community College

Graphic Design

Northwest Vista Community College

Office Management

Pitman Institute

OTHER

Business Administration Medical Billing and Coding