

# Daniel Jones

UX Designer & Frontend Developer

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## Entry-level UX Designer with a keen interest in requirements gathering, design and code.

What sets me apart from other applicants?

I have operated my own business, worked for start-ups, held elected positions in strata and received promotions in previous jobs. I relish any opportunity to expand my skillset and become a subject matter expert. I'm great at handling critical feedback and I always take a business-first approach.

These qualities make me a great asset to any organisation looking for someone with well-developed communication skills, fast adaptability, great confidence levels and an ability to engage with stakeholders at all levels.

HTML

CSS/SASS

JS

Requirements

Wireframing

Design



### TyreConnect Pty Ltd – March 2019 to October 2019

UX Designer and Developer (7 month contract)

- Requirements gathering, competitor analysis and documentation, project tracking and scoping.
- Wireframing and design work (Figma), working closely with business executives, planning for and conducting workshops and meetings.
- Engaged with UX firms to gather proposals, communicated specific research and design needs.
- HTML and CSS work to generate and manage client whitelabels (themes) and email signatures.
- Bugfixes and UI improvements to Angular and React-based applications.



### Verbiscript – May 2016 to Present

Owner/Operator

- Operated and maintained an audio transcription business.
- Negotiated and managed contracts with national transcription businesses.
- Maintained highest quality grade with largest client for entire period.



## Living Space Cockburn Central – April 2016 to December 2018

Chairman and Treasurer (Volunteer Role - Elected)

- Managed the owner's corporation for 139 apartments.
- Handled legal disputes, worked closely with lawyers and led our team in State Administrative Tribunal matters.
- Maintaining relationships and ongoing coordination with WA Police, members of State Parliament and Department of Housing.
- Planned budgets, worked closely with and instructed strata management in day-to-day operations.
- Chaired monthly Council of Owners meetings and annual general meetings (AGMs).
- Recorded meetings and prepared minutes of meetings.
- Wrote letters to and liaised with owners in the complex to address concerns and handle disputes.
- Met with and directed tradespeople working onsite to address remedial works and ongoing maintenance.



## Auscript Australasia Pty Ltd – December 2014 to May 2016

Document Merger (Internal Promotion)

- Combined court transcripts typed by audio transcribers, checking quality, consistency and providing feedback.
- Managed workflow and coordinated numerous interstate departments to meet important deadlines.
- Supervised and supported audio transcribers.
- Maintained an advanced understanding of the various transcription styles and jurisdictions.
- Created and improved upon working documentation and style guides.



## Auscript Australasia Pty Ltd – April 2013 to December 2014

Audio Transcriber

- Typed high quality transcript for government and justice clients.
- Maintained highest possible rating (platinum, 99%+ accuracy) across numerous transcription styles and jurisdictions.
- Obtained and held numerous high profile security clearances and one of a small number of typists to work on high profile cases.



## Cybersite Solutions Pty Ltd – 2012 to 2013

Helpdesk Support Technician & Office Administration Assistant

- Client IT support phonecalls and remote troubleshooting.
- Managing internal ticketing system (ConnectWise) and support jobs.
- General office administration tasks, MYOB data entry.
- Attending on-site meetings and support jobs.
- Conducting PR presentations for Cybersite at BNI networking events.

## References

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**Bobby Mansoor** – Chief Technology Officer (CTO)  
TyreConnect Pty Ltd  
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**Ryan Wilson** – Managing Director/Owner  
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Please also see attached reference letter from Auscript Australasia Pty Ltd.