

GRACE LEE

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WORK

12/2021 - PRESENT

Freelance — UX Designer

- ◆ Created wireframe, personas, UX writing guidelines & microcopy, design systems, sitemaps, and prototypes for clients, including DBSA Silicon Valley, ML Training, and others
- ◆ Conducted research for product design and website building to reach intended audience

12/2020 - 11/2021

CustomED — Instructional Designer

- ◆ Responsible for the wireframe, curriculum & content development, personas & user stories, and prototypes for the Student Zone App, an NFL backed mobile app teaching students healthy habits. Improved the user experience and the visual & interaction designs.
- ◆ Developed the wireframe, sitemap, prototypes, and written content for the CustomED website and marketing
- ◆ Created activities and program development for clients including NIKE's Game Growers & the NBA/WNBA, Fuel up to Play 60 & the NFL, the National Dairy Council, and Multiplying Good

09/2019 - PRESENT

Zenith Tutoring — Instructor

- ◆ Teach elite SAT | ACT strategies using the company's LMS, helping students score in the top 90th percentile
- ◆ Tutored AP English Language and AP English Literature, helping students score 4 or 5 on the AP exam
- ◆ Researched and created instructional material & powerpoints featuring current educational trends for students and parents

08/2019 - 10/2019

Chef Koochooloo — Instructional Design Intern

- ◆ Responsible for the curriculum & content creation for the National Science Foundation award-winning app teaching STEAM to students
- ◆ Coordinated projects with other UI/UX Designers, UX Researchers, and Visual Designers to create the mid-fidelity wireframes and user-tested the product in classrooms of up to 20 children

SKILLS

UX DESIGN

UX Design
UI Design
UX Research
Visual Design
User Personas & User Stories
Wireframing & Prototyping
UX Writing
Copywriting
Website Design
Mobile App Design
A/B Testing
Design System
COPPA

INSTRUCTIONAL DESIGN

Curriculum Development
Adult Learning
K-12 Education
SAT & ACT Tutoring
ISEE & SSAT Tutoring
ADDIE & SAM
e-Learning
Content Writing
Online Education

TOOLS

UX DESIGN

Adobe Creative Suite
HTML, CSS, Javascript
Wix & Wordpress
Figma
Adobe XD

INSTRUCTIONAL DESIGN

Adobe Captivate
Articulate Storyline 360

01/2018 - PRESENT

Gallagher Learning Center — Educator

- ◆ Developed a summer English curriculum for middle school girls and taught the program
- ◆ Prepared students with learning disabilities for the SSAT | ISEE exams, helping them go to their dream school

10/2016 - 07/2017

Mural Arts Program — Graduate Assistant

- ◆ Designed educational posters and brochures for the Arts Education Program through the University of Pennsylvania, Graduate School of Education

10/2014 - 06/2016

Lydian Academy — English Teacher

- ◆ Designed and taught course curriculum for English and Social Studies classes in the middle school and high school level, including AP Language & Composition and AP English Literature
- ◆ Helped students with learning disabilities who struggled to succeed in traditional school environments
- ◆ Created personalized curriculum for students who needed additional help or needed to catch up on schoolwork they missed due to medical issues or other struggles

01/2014 - 03/2014

05/2014 - 08/2014

LA Museum of the Holocaust — Bearing Witness

Volunteer & Getty Multicultural Education Intern

- ◆ Bearing Witness Program: Create an interactive audio tour guide by conducting interviews of Holocaust survivors at UCLA Hillel and connecting their story with the museum layout
- ◆ Getty Multicultural Education Intern: Created a Focus Tour using independent research about the Shanghai Ghettos using museum artifacts and conducting a daily tour for museum visitors

08/2011 - 05/2012

UCLA Office of Residential Life at Hitch Suites — Student Leader, Financial Controller

- ◆ Collaborated with Residential Assistants to create educational and recreational programs, as well as participate in student outreach
- ◆ Managed the year's budget for Hitch Suites Residential Area as the Financial Controller brought the budget out of deficit spending, discussed and approved funding for school programs throughout the UCLA campus in staff meetings.

EDUCATION

2017

University of Pennsylvania Learning Science Technology, M.Ed

2014

UCLA

Linguistics & Asian Languages, B. A.
Comparative Literature, B. A.
Computer Science, minor

CERTIFICATES

2018

Bloc

UI/UX Design Certificate

2022

Udemy

Digital Product Design:
UX Research & UI Design

COMMUNITY

2021 - PRESENT

DBSA Silicon Valley

Secretary and cofounder. Facilitator for the weekly Young Adult Support Group and organizer of the Monthly Bookclub

2021 - PRESENT

UX Wizards of South Bay

Volunteer for the UX Wizards Podcast. Writes the episode description and helps with the graphic design.

2018

Code for San Jose

Volunteer for the Open Disclosure program, creating low fidelity mockups and consolidating data for the website