

Irene Lappas Grigoraki

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EDUCATION

Certified UX Designer

Career Foundry

Jan 2020- present (graduating in Oct 2020)

Berlin, Germany

Intensive self-paced course preparing students for a **career as a UX Designer**.

Skills learned include: competitor analysis; competitor research; user research; user testing; creating wireframes; creating prototypes; project presentations; design thinking process; etc.

BA in Physiology, minor in Chemistry

University of Minnesota – Twin Cities

Sept. 2011- May 2013

Minneapolis, Minnesota

WORK EXPERIENCE

Education Coordinator

C2 Education

Nov. 2019 - present

Rancho Santa Margherita, CA

- **Ran the Rancho Santa Margarita branch of C2**

Regional Agency Coordinator / Regional Administrator's Assistant

RehabCare Kindred Outpatient Therapy Services

Dec. 2018 – Apr. 2019

Laguna Hills, CA

- **Coordinated Southern California field offices** to follow protocols and care requirements by phone and email.
- **Streamlined workflow** and offered assistance to field offices with paperwork.
- **Solved communication issues** with doctors and patients by phone.

Dental Designer

Glidewell Laboratories

Mar. 2018 – Dec. 2018

Newport Beach, CA

- **Designed dental prosthesis** such as dentures, partials, crown and bridge, inlay/onlay, and veneers.
- **Recognized and reported problems** with cases requiring additional preparation work.
- **Communicated with colleagues** and managers in a prompt, articulate manner.
- **Documented actions** by completing forms, logs and reports.

Coach and Sales Representative

Academic Chess of Orange County

Sept. 2015 – Mar. 2018

Laguna Niguel, CA

- **Awarded “Coach of the Month” honor** for significantly improving sign-ups in May 2017.
- **Organized creative demonstrations** each quarter resulting in additional sign-ups.
- **Developed relationships** with school districts to expand program offerings to additional schools.
- **Collaborated with other coaches** to teach and organize classes of up to 90 students.
- **Improved student retention** by restructuring the curriculum and prioritizing student engagement.

SKILLS & INTERESTS

- **Languages:** English, French, Greek, and Japanese; **Global exposure:** Lived in Belgium 4+ years, Germany 3+ years, medium-term visits to Japan, Greece;
- **Technical Skills:** Salesforce, Sales Rabbit, Microsoft Office Word, Excel, PowerPoint, Outlook;
- **Soft Skills:** lead generation; account management; leadership; time management; willing to learn; reliable; flexible; dependable
- **Interests:** Meeting new people; tennis; traveling; reading