

# Jennifer Lui

UI Designer with a background in Human Resources. Skilled in interpreting and providing user needs and delivering effective communications. Looking to apply customer-focused perspective towards designing user-friendly apps.



jennluidesign.github.io/  
portfolio



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Kingston, NY

## Work Experience

### Devereux Advanced Behavioral Health, Red Hook, NY

#### People Operations Specialist (Sept. 2017 - present)

- Guided employees in navigating their leave of absence requests using clear instruction and easy-to-follow paperwork to ensure a smooth process.
- Engaged with potential new staff at job fairs or communications over Indeed or LinkedIn. Understood applicants' requirements and qualifications and matched them to appropriate available vacancies, contributing towards over 150 new hires per year.
- Posted and maintained job ads, attempting to connect with talent using relatable keywords and employee value propositions, averaging 407 unique applicants per month.
- Captained the Health and Wellness Initiative. Distributed wellness communications that were eye-catching and digestible. Coordinated wellness events and rewards with audience demographic in mind.

### Solomon R. Guggenheim Foundation, New York, NY

#### Associate Manager, Talent Management (Dec. 2016 - Sept. 2017)

#### HR Associate, Talent Management (Apr. 2015 - Dec. 2016)

- Communicated with hiring managers to understand position needs and top qualities desired in the ideal candidate.
- Phone-screened applicants to determine candidate compatibility with applicable vacancy. Recommended qualified candidates for in-person interviews.
- Facilitated the onboarding process, including job offer, paperwork, and first-day coordination, hiring over 200 employees during my tenure.
- Presented the HR portion of new hire orientation, including an introduction to the Foundation and explanation of policies and benefits.
- Supervised seasonal HR intern and temporary staff.

### Devereux Foundation; Red Hook, NY

#### HR/Administrative Specialist (Mar. 2008 - Apr. 2015)

- Maintained accurate and up-to-date employee data on Oracle HRIS; acted as HRIS trainer for new department team members.
- Hand-selected by the Executive Director to document notes for senior management meetings and distribute task lists to managers.
- Presented Diversity/Cultural Competency training to new hire groups in orientation.
- Twice awarded with Staff of the Quarter for providing consistently approachable and effective customer service to employees.

## Education

### Career Foundry, User Interface Design Certificate, June 2021

Intensive project-based training program with a focus on User Interface Design and specialization in Frontend Development

### University at Albany, Albany, NY

Bachelor of Arts

Major: Psychology

Minor: Business and Art

History

## Skills and Tools

Sketch

User Research

Competitive Analysis

User Flows

Information Architecture

Wireframing

Prototyping (InVision)

Usability Testing

HTML

CSS

JavaScript

Written Communications

Customer Service

Conversational Cantonese