

JULIA FELD

UI/UX Designer

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(617) 651-2647

EDUCATION

RampUp, Startup Institute Boston

Web Design

2015

Columbia University, Barnard College

B.A. Urban Studies, Sociology

2008-2012

SKILLS

HTML5 + CSS3

Wireframing

Rapid Prototyping

Illustrator

Photoshop

ACTIVITIES

Oprah's Next Chapter

Interviewee

04/2012

Barnard Film Festival

Event Volunteer

02/2012

Brooklyn Grange

Rooftop Farm Volunteer

10/2011-11/2011

LANGUAGES

ENGLISH - MOTHER TONGUE 100 %

SPANISH - MOTHER TONGUE 100 %

FRENCH - FLUENT 100 %

ITALIAN - INTERMEDIATE 75 %

EXPERIENCE

Startup Institute

Web Design Student

02/2015-04/2015

Selected from a competitive applicant pool for this eight week immersive program. Startup Institute helps individuals to develop the skills, mindset, and network to be high-impact at a high-growth company.

- UI/UX design, user research, rapid ideation, front-end development, responsive design, product management, wireframing and rapid prototyping, typography, jQuery, Javascript.
- Projects: Jess Meets Ken business model IdeaHack, Ovuline self-serve advertising webpage development research and design

Kids in Need of Defense (KIND)

Translator

04/2013-Present

Translate for meetings with attorneys and child clients to assist the attorney in preparing a request for undocumented minors to apply for Special Immigrant Juvenile Status or Asylum due to abuse, abandonment, neglect and/or persecution in their home country.

- Conduct time-sensitive updates for 200 active cases
- Coordinate between 4-6 organizations and individuals on each case
- Communicate with people from various education and technical backgrounds

Mintz Levin

Immigration Paralegal

05/2014 - 02/2015

Prepared and processed immigrant and non-immigrant visa petitions and applications for large corporate clients, startups, and individuals.

- Implemented processes for high-volume and fast-turnaround clients by creating adaptable templates and training resources for paralegals
- Translated documents and in-person client meetings

Atlantic Pizza Company

Business Assistant

06/2011 - 08/2011

06/2012 - 11/2012

Managed daily business operations for restaurant located in Rockport, MA.

- Established company branding
- Managed daily communication via phone and email
- Created handbook for operations and managed founder's calendar
- Oversaw invoicing, vendor relations, payroll, and conducted financial analyses
- Handled new employee hiring and training