

# Kemma Ubushin

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## **EDUCATION**

**CareerFoundry, Berlin, Germany**

*Certificate in UX Fundamentals and UX Immersion, June 2020*

Online Course focused in UX Design

**Rider University, Lawrenceville, NJ**

*BSBA in Advertising and Web Design, May 2018*

3.8 GPA

**The American Business School of Paris, Paris, France**

*Study Abroad, Spring 2017*

## **PROFESSIONAL EXPERIENCE**

*Lead Quality Assurance Analyst*, November 2018 – Present

**Bank of America Merrill Lynch, Pennington, NJ**

- Lead and manage an SIT team of 7 QAs to ensure all testing was appropriately tracked and executed
- Create test cases for functional testing in Microsoft Excel
- Track, report and relay defects in HP ALM to software engineers to ensure quick turnaround
- Validate that user and/or business expectations are achieved during the testing process
- Participate in a Scrum development and agile environment

*Marketing Associate*, May 2018 – October 2018

**Vincodo, Langhorne, PA**

- Closely manage agency's largest account providing day-to-day paid advertising management
- Obtain assets from the client side to distribute to various vendors in an efficient manner

*Sales Support Associate*, September 2017 – May 2018

**J. Crew, Princeton, NJ**

- Processed and packaged 100+ orders through Enterprise Shipping in a manner that prevented product damage
- Stocked and organized new merchandise throughout the store according to the marketing plan

*Customer Service Representative*, Summer 2016, Summer 2017

**Watchung Beverage Delivery, Lakewood, NJ**

- Resolved customer complaints and issues via phone and email to ensure repeat clientele
- Ensured customer satisfaction is met to build brand loyalty

## **SKILLS**

- JIRA, HP ALM, Microsoft Office, Adobe XD, Photoshop, Wordpress, HTML, CSS

## **LEADERSHIP & ACTIVITIES**

*Ambassador – Study Abroad Ambassador*, September 2017 – May 2018

- Worked closely with the Center of International Education faculty on various office duties
- Created logos for different events using Illustrator and Photoshop

*President – Rider University Badminton Club*, September 2015 – December 2016

- Ensured all tasks and goals were completed for the club, welcomed new club members