

Laura L. Willson

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laurawillson.github.io/react-portfolio/

EXPERIENCE

BuiStudio | Remote, NY — Administrative Assistant

MARCH 2023 – PRESENT

- Execute data entry and data management including recruitment tracking, labor and vendor tracking, client records, and reporting
- Establish collaboration with project team, clients, and stakeholders
- Organize meetings and prepare meeting minutes and summaries
- Compile files and folders to ensure database is updated and accurate

Kikori | Remote, NY — UX Consultant

MAY 2023 – AUGUST 2023

- Synthesized user feedback from user interviews and usability testing to uncover user needs and pain points
- Integrated research insights into low-fidelity and mid-fidelity mockups to explore potential solutions to identified issues
- Presented recommendations based on research findings to assist Kikori in improving its business model and product strategy
- Facilitated design thinking exercises to align stakeholders on a human-centered approach

Mount Sinai Hospital | New York, NY — Administrative Associate II

APRIL 2022 – MARCH 2023

- Coordinated appointments with doctor and patients' schedules
- Empathized with patients by listening to their needs
- Documented and filed patient communications
- Transferred patients' medical history and referral documents into hospital registration system to ensure patients' records are updated

EDUCATION

Beginex | New York, NY — User Experience Design

MAY 2023 – SEPTEMBER 2023

Hunter College | New York, NY — B.A. in Studio Art

AUGUST 2015 – JUNE 2020

- Bachelor of Arts in Studio Art and a minor in Computer Science
- GPA: 3.5; Cum Laude Honors
- Member of Chi Alpha Epsilon National Honor Society

SKILLS

User research

User testing

Information Architecture

UI design

User personas

User journey

User flow

Sketching

Prototyping

Wireframing

TOOLS

Figma

Photoshop

Illustrator

InDesign

Zeplin

Workona

GitHub

Visual Studio Code