Lynn Green, UX/UI Designer

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Online Portfolio of Work (in process) - https://lmgreen1960.github.io/lmgportfolio/

Skills & Expertise

- ➔ HTML, CSS, JavaScript
- ➔ Wireframes and Prototyping
- ➔ User Empathy
- ➔ Common Core Math
- ➔ Progressive and Creative Teacher
- ➔ Attention to Detail
- ➔ Collaborative Team Member
- ➔ Effective Communicator
- ➔ Figma, inVision

Experience (Chronological)

August 2019 - Current

Future State, Oakland, CA – *Accounting Clark (PT)*

- Manage the accounts payable, credit card and expense accounting for this firm of 50 consultants.
- Responsible for monthly client invoicing and accounts receivable.
- Responsible for recording all cash transactions and various GL account activity.

Oct 2018 - Sept 2019

PotozkinMD Skincare Center, Danville, CA – *Medical Coordinator*

- Manage the patient calendar of appointments for 11 healthcare providers and hundreds of patients, including attention to and resolution of conflicts with physical and human resources
- Provide 5 star service to patients at check in and check out while performing business functions
- Interact simultaneously with technology and patients, in person and on the phone, to verify insurance, update and enter new patients in the electronic medical database system, collect payments for products and services, schedule appointments and field medical questions
- Perform other general administrative duties as needed, such as scanning medical information, maintaining the website and patient portals, and troubleshooting IT for the office

August 2010 - September 2018

San Ramon Valley Unified School District, Danville, CA – *Math Teacher*

- Created and maintained a learner-centered classroom designed to allow students to practice 21st century skills of collaboration, communication, critical thinking and creativity while learning state mandated mathematics standards
- Interpreted the Common Core State Mathematics Standards and the Standards for Mathematical Practices
- Designed and delivered a math program spanning grade 5 to 10, using progressive methods, best practices and sensible technology
- Aligned Common Core State Mathematics Standards to content, both print and digital
- Designed and built websites to deliver math content aligned to CCSS to students, parents and other teachers
- Became an expert user of Google Suite, classroom management software (such as School loop and Power School), and numerous math teaching tech applications
- Personally managed hundreds of individual student and parent relationships in person and online

Sept 2002 - Jun 2005

Green Valley School, Danville, CA – *Art Docent*

- Attended monthly lessons taught by the school district's Art Director to learn the art curriculum
- Prepared materials for the classroom lessons
- Delivered the district's art curriculum to kindergarten through 5th grade students in their classrooms
- Managed the school's art supplies and the art budget

Jun 1991 - June 2001

GATX Capital, San Francisco, CA – *Project Manager, Enterprise Application Services (1996–2001)*
Manager, Financial Reporting (1991–1996)

- Integral part of special team tasked with converting and automating dozens of stand-alone systems into an enterprise-wide ERP system
- Coordinated enhancements and upgrades to enterprise-wide systems
- Trained and supported users of enterprise-wide applications
- Managed a department of 6 accountants responsible for consolidation of subsidiaries, internal and external reporting and financial audits
- Liaison with external and internal auditors, parent company, and subsidiary accounting departments
- Set up and staffed the accounting department for the Company's subsidiary office in Lafayette, CA

Nov 1987 - Jun 1991

AT&E, San Francisco, CA – *Assistant Controller*

- Built and managed the accounting department in San Francisco from a staff of 2 to a staff of 15 for this telecommunications start-up
- Responsible for day-to-day accounting, payroll, accounts payable, budgeting and SEC reporting.

Education

University of California – Berkeley Extension, San Francisco, CA – *UX/UI Design Certificate* – July 2019 to Jan 2020
University of the Pacific, Stockton, CA – *Bachelor's Degree, Business Administration & Accounting*
California State University – East Bay, Hayward, CA – *Secondary Math Teaching Credential* – June 2008 to Jan 2010

Other

- California Clear Teaching Credential 2012-2022
- Experience with Sketch, Figma, AdobeXD, Html, CSS, MS & Google Suites, accounting, medical management and point of sale software
- California CPA License, 1985 - 2001