



# Lexi Talbert

UI Designer

Experienced and detail-oriented Operations and General Management professional with over a decade of experience supporting team operations, office management, and event coordination.



(443)-510-0695



lexitalbert91@gmail.com



Baltimore, Md

## SKILLS

- \* Office & Facilities Management
- \* Team Leadership & Staff Training
- \* Process Improvement & Problem Solving
- \* Event Planning & Coordination
- \* Strong Verbal & Written Communication

## TOOLS

- \* Figma, Google Suite, Slack, Vs Code, Canva, MS Office

## CERTIFICATION

UI Design Immersion

April 2025

CareerFoundry - Bootcamp

## PROFESSIONAL SUMMARY

- \* Over a decade of experience supporting team operations, office management, and event coordination.
- \* Excellent interpersonal skill, and relationship building skills. Recipient of "Create Belonging" and "Open Dialog" Awards.
- \* Passionate about cross-functional collaboration and building positive, people-centered workplaces.

## EDUCATION

CareerFoundry UI Design  
Bootcamp

2025

## EXPERIENCE

Fearless Solutions LLC

2019-

- \* Provides comprehensive administrative and operational support to the Facilities team and all staff.
- \* Coordinated all in-office events, collaborating with internal teams and external stakeholders to ensure timely and successful execution of tasks and projects.
- \* Served as the main point of contact for team members & visitors, ensuring a welcoming and efficient office environment.