

# Allana Tran

UI/UX and Design Student

allanatt@umich.edu | (517) 599-7673 | allanatt.com

<b>Statement</b>	Hello! I am an undergraduate student studying UI/UX and design and graduating in April 2024. I love solving problems and engaging in opportunities that allow me to help design for good.
<b>Education</b>	<b>University of Michigan - Ann Arbor, MI</b> Expected Graduation: April 2024   GPA: 3.77 Penny W. Stamps School of Art & Design - Bachelor of Arts School of Information - Bachelor of Science in Information, UX Design
<b>Experience</b>	<b>UM Library Accessibility Remediation Program // Student Accessibility Specialist</b> Aug 2022 - Present   University of Michigan, Ann Arbor, MI <ul style="list-style-type: none"><li>- Enhancing existing digital files by making them more accessible for all users including users with disabilities, assure the files meet WCAG and other accessibility standards</li><li>- Creating and correcting captions and transcripts for video and audio files using caption editing software (Subtitle Horse, etc.) and followed workflows and instructions set out in team documentation and style guides</li></ul> <b>Digital Scholarship // Design Intern</b> Jun 2023 - Aug 2023   University of Michigan, Ann Arbor, MI <ul style="list-style-type: none"><li>- Designed branding and documentation for an emerging department within the library by creating graphical assets, producing print and digital deliverables using Adobe Illustrator and Google Slides</li></ul> <b>Duderstadt Center Digital Media Commons // Ground Connections Student Consultant II</b> Jan 2020 - Feb 2022   University of Michigan, Ann Arbor, MI <ul style="list-style-type: none"><li>- Developed a project management solution by using Notion databases for a group of 20+ members and conducted user testing, user surveys, and refinement</li><li>- Collaborated and acted as project admin in a group of 6 students to design, create, and present new department branding, produced digital assets and templates using Adobe Illustrator for use in producing digital and print content</li><li>- Onboarded and trained 5+ new consultants on available resources and software/hardware</li></ul>
<b>Additional Activities</b>	<b>Tzu Chi Michigan Chapter // Executive Board Member</b> <ul style="list-style-type: none"><li>- Organizing and volunteering to teach English at retirement home in Ann Arbor by writing and preparing course material before classes and communicating with other volunteers</li></ul> <b>Arbor Art + Feminism Wiki Edit-a-Thon 2023 // Visual Designer</b> <ul style="list-style-type: none"><li>- Designed and produced branding and imagery based on the annual themes given for the event, created assets and deliverables, kept timely communication on project progress</li></ul> <b>UM English Language Institute Conversation Circles // Conversation Facilitator</b> <ul style="list-style-type: none"><li>- Facilitated and planned weekly hour-long Zoom meetings for 3-4 international graduate students, engaged members in interactive activities and active conversations to help practice their English</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>- Figma, Adobe Illustrator, InDesign, Google Workspace</li><li>- Customer service, teamwork, communication, project management, problem-solving</li><li>- Recordkeeping, organization, attention to detail</li><li>- HTML/CSS, Python</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>- <b>English</b> - Native</li><li>- <b>Mandarin Chinese</b> - Fluent</li></ul>