

Allana Tran

UI/UX and Graphic Design Student
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Statement

I am a senior undergraduate student studying UI/UX and art, looking to apply what I've learned to real-world contexts. A fast and enthusiastic learner, I hope I can learn more about user experience and interface design.

Education

University of Michigan - Ann Arbor, MI

Expected Graduation: April 2024

Penny W. Stamps School of Art & Design - Bachelor of Arts

School of Information - Bachelor of Science in Information, UX Design

Experience

UM Library Accessibility Remediation Program // Student Accessibility Specialist

Aug 2022 - Present | University of Michigan, Ann Arbor, MI

- Enhanced existing digital files by making them more accessible for all users including users with disabilities, assure digital files meet WCAG and other accessibility standards
- Created and corrected 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

Stamps Admissions Team // Stamps Student Ambassador

Sep 2021 - Apr 2022 | University of Michigan, Ann Arbor, MI

- Supported Stamps Admissions in informing and engaging with prospective Stamps students and classrooms from highschools nationwide
- Researched and collected data from 30+ community colleges nationwide and entered information into a database for use in recruitment

Duderstadt Center Digital Media Commons // Ground Connections Student Consultant

Jan 2020 - Feb 2022 | University of Michigan, Ann Arbor, MI

- Collaborated in a group of 6 students to design, create, and present new branding and a style guide, produced digital assets and templates using Adobe Illustrator for use in producing digital and print content
- Onboarded and trained new consultants on available resources and software/hardware
- Oversaw and maintained 8+ 3D printers and machines for students and faculty along with fabrication and prototyping equipment, kept accurate records, clearly communicated with clients via email
- Conducted ethnographic research and data analysis to better understand students' utility of available resources in order to improve hybrid and multidisciplinary collaborative spaces, developed a project management solution using Notion for a group of 15+ members and conducted user testing, user surveys, and refinement

General American Accent and English Language Tutor and Teaching Assistant

Summer 2019 | Shanghai, China

- Traveled to 3 cities in China to assist a teacher with SAT/ACT preparation classes and practice
- Interacted remotely with students online and in-person to encourage the practice of English pronunciation and listening, guided TOEFL practices with students

Empire Szechuan 皇朝 and Apple Jade // Cashier and Waitress

Summer 2018 | Greater Lansing Area, MI

- Coordinated with other staff members and customers in English and Mandarin Chinese to provide a smooth communication flow and ensure customer satisfaction
- Worked with POS systems and food delivery services, ran bank errands, collected and kept records of faxes

Skills

- Adobe Creative Cloud Suite, Figma, Microsoft Office Suite, Google Workspace
- Customer service, group collaboration and communication
- Recordkeeping and organization, attention to detail
- Project management, problem solving
- 3D printing, laser cutting, prototyping
- HTML/CSS, Python

Languages

- English - Native
- Mandarin Chinese - Fluent
- Cantonese - Conversational

Additional Activities

- University of Michigan English Language Institute Conversation Circle Facilitator
- Michigan State University Chinese Summer Camp Teaching Assistant
- City of East Lansing Events and Library Volunteer