

# Muhammad Tabani

<https://www.linkedin.com/in/muhammad-tabani/> • Mobile: 213-274-1464 • [muhammادتabani.work@gmail.com](mailto:muhammادتabani.work@gmail.com)

---

## Education:

**University of Texas at Arlington**, Arlington, TX  
*College of Liberal Arts*  
B.A. Communication Technology – UI/UX  
Awards: Cum Laude, Cumulative 4-year GPA: 3.6

Completed December 2023

Portfolio: <https://muhammادتabani-github-io.vercel.app/index.htm>

## Skills:

Communication & Interpersonal: Strong Writing and Verbal communication skills, Customer Service, Team Coordination, Client/Account Management, Rapport Building, Active Listening, Persuasion, Presentation Skills, Project Management.  
Technical: MS Suite (Excel, PowerPoint, Outlook, Word), HTML, CSS, Javascript, SQL, Figma, Adobe, Axure, Git, SEO.  
Analytical & Organizational: Problem Solving, Time Management, Attention to Detail, Data Analysis, Lead Generation.  
Operational: Process development, project management.  
Entrepreneurial: Creative problem-solving, ability to work in ambiguous environments.

---

## Work Experience:

**The Internal Revenue Service – The Department of The Treasury**, Austin, TX  
*Tax Examining Technician*

April 2024 – February 2025

- Analyzed complex tax data to identify and resolve issues for small businesses, ensuring compliance with tax laws and regulations.
- Gathered and researched data across specialized accounting systems, managed personnel records, and classified confidential documents.
- Maintained and updated records using IRS financial systems (Excel, IDRS, AMS, IAT, etc.), ensuring data accuracy and efficient access to information.

**2CMD Inc.**, Arlington, TX  
*Operations Manager*

January 2024 – April 2024

- Oversaw day-to-day operations for a small construction firm, improving workflow and processes.
  - Utilized software such as AutoCAD and Excel spreadsheets to work on construction drawings, demonstrating proficiency in technical and organizational skills.
  - Assisted in project-related tasks, from document preparation to scheduling and coordinating meetings, ensuring the successful execution of construction projects.
- 

## Projects:

**Freestyle Libre 2 – Freelance**, Austin, TX  
*UX researcher & redesigner*

December 2024 – Current

- Redesigning the Freestyle Libre 2 app to enhance user experience, with a planned project completion by May 2025.
- Conducting user interviews to identify pain points and inform design decisions for improved usability.
- Utilizing Miro, Figma, Milanote, and After Effects to create wireframes, prototypes, and motion design elements for the pitch.

**State Farm – The University of Texas at Arlington**, Arlington, TX  
*UX researcher & redesigner*

August 2023 – December 2023

- Redesigned the State Farm Drive Safe & Save app as part of a capstone project, improving user experience based on research and user feedback.
- Conducted user interviews and created customer journey maps to identify pain points and optimize app functionality.
- Utilized Axure, Figma, After Effects, and Premiere Pro to develop interactive prototypes and visual presentations.

**Found It Electronics – The University of Texas at Arlington**, Arlington, TX  
*UX researcher & redesigner*

August 2023 – December 2023

- Redesigned the website for Found It Electronics based on the owner's needs, enhancing usability and online presence.
  - Conducted stakeholder interviews to align the website's design and functionality with business goals.
  - Developed the site using HTML, CSS, and Git, while implementing SEO best practices to improve visibility.
- 

## Leadership Experience:

**Delta Upsilon International Fraternity**, Arlington, TX  
*Vice President Risk Management / Member*

August 2021 – December 2023

- Planned and executed Loss Prevention programming, educating active members on policy and risk management. Demonstrated strong communication, organizational, and training skills in a leadership role.
- Assisted in writing the by-laws; scheduled and led board meetings, and other appointments; took meeting notes; kept an organized schedule which increased the chapter's rank for the Fraternity and Sorority Life at UTA as well as improved the number of active members.
- Edited the Loss Prevention policy every semester after evaluating how policies could further benefit the chapter.