

Muhammad Tabani

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Education:

University of Texas at Arlington, Arlington, TX

College of Liberal Arts

B.A. Communication Technology – UI/UX

Awards: Cum Laude

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

April 2024 – February 2025

Tax Examining Technician

- 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

January 2024 – April 2024

Tax Examining Technician

- 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.
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Projects:

Freestyle Libre 2 – Freelance, Austin, TX

December 2024 – Current

UX researcher & redesigner

- 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

August 2023 – December 2023

UX researcher & redesigner

- 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

August 2023 – December 2023

UX researcher & redesigner

- 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.
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Leadership Experience:

Delta Upsilon International Fraternity, Arlington, TX

August 2021 – December 2023

Vice President Risk Management / Member

- 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.