NAMUUN BADRAA (open to relocate)

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EDUCATION

CERTIFICATE   SPRINGBOARD   AUGUST 2021
UI AND UX DESIGN/RESEARCH

B. A   UNIVERSITY OF CALIFORNIA   MAY 2014
BA Political Science and Economics; Minor in Spanish Language

EXPERIENCE

UX DESIGNER/UX RESEARCHER   (freelance)   OCT 2021-PRESENT

- Utilized UX design principles to restructure and design product packaging from scratch
- Researching online trends and creating packaging
- Worked on UI development for website and mobile app

SUPERVISOR   STERIN LAW CORPORATION   JUNE 2021-PRESENT

- Assist attorneys in preparing for transactional closings, depositions, hearings, trials and conferences, completing many administrative tasks, including, working on individual cases or transactions
- Negotiating settlements and Interpret laws, rulings, and regulations in legal documents
- Effectively handled 500+ cases/clients at time, writing, reviewing and collecting medical records, and writing demands
- Conduct legal research on cases and gather pertinent legal information
- Compile, proofread and edit drafts of contracts, leases, licenses, policies, and legal documents

ADMINISTRATIVE ASSISTANT   FINRA (CONTRACT)   JAN 2020-JULY 2020

- Processes incoming emails and faxes from central inbox and case management system, with response to parties that indicate an interest to mediate through the ODR Portal and enter PUAMs as necessary.
- Provides support with marketing campaigns and special programs such as Settlement Month.
- Open mediation cases in MATRICS and assess mediation filing fees as instructed by MA.
- Performs internet searches on active mediators and processes mediator disclosure updates when needed.
- Monitors mediation ready list to ensure all cases are current on docket.

LEGAL ASSISTANT   DAYAN HOUMAN LAW   SEPT 2016-NOV 2019

- Effectively handled 300+ cases/clients at time, writing, reviewing and collecting medical records, and writing demands
- Opening auto, homeowner, and commercial claims and settling/negotiating settlements on 1000+ cases
- Speaking with clients, assisting in scheduling medical appointments

Tools	UX Design	Soft Skills
Figma	Wireframing &Prototyping	Empathy
InVision	User Interface	Communication
InDesign	Design Strategy	Project Management
Marvel	User Research and Interviewing	Leadership
Google Analytics	Web Design	
Adobe Illustrator	Storytelling	
MS Office Suite	User Flows/Journeys	
Photoshop	Usability Testing	