

# OLIVIA MAY

## User Experience Designer

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📍 | San Francisco, CA

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### WORK EXPERIENCE

- **BLUE WIRE PODCASTS - Web Design Strategist**  
*2017–Present San Francisco, CA*
  - Designed and created responsive website via WordPress
  - Maintain and update website such as by adding new members and podcasts
  - Re-organize website content as business starts to grow
  - Design visual presentations for the company such as pitch decks
  - Monitor Google Analytics and SEO to increase foot traffic

- **BATTERY VENTURES - Marketing Admin Assistant**  
*March 2017–Sept 2017 San Francisco, CA*
  - Assisted the marketing team such as creating presentations, researching venues and caterers, updating spreadsheets and more
  - Assisted with scheduling, arranging travel, and filing personal expense reports of multiple people
  - Answered phone calls and greeted guests upon arrival
  - Managed the office calendars and conference room availabilities
  - Organized catering and stocked kitchen daily
  - Maintained vendor realtions and was the first line of contact with building management

### PROJECTS

- **HIPPOCAMPUS CLOUD STORAGE WEB APP**  
*Web Prototype*
  - Hippocampus is a conceptual SaaS (software as a service) web application that provides cloud storage to users.
- **BLOC JAMS**  
*JavaScript Web Prototype*
  - A starter project for Bloc's jQuery-driven music player app

### EDUCATION

- DREXEL UNIVERSITY**  
*2012–2015 Philadelphia, PA*
  - B.S. in Business Administration
  - ↳ GPA: 3.85

- BLOC.IO**  
*2018–Present*
  - UX/UI Design and Front-end Development Apprenticeship

### SKILLS

- RESEARCH**
  - Interview
  - User Survey
  - Competitive Analysis
  - User testing

- UX/UI**
  - Visual Design
  - Brand Strategy & Identity
  - Design System
  - Information Architecture
  - Personas & User Stories
  - Wireframing & Prototyping

- TOOLS**
  - Adobe Creative Suite
  - Figma
  - Sketch
  - Invision
  - Usability Hub
  - Github
  - HTML, CSS, JavaScript