

# Paige Sifuentes

## UX Designer

## Contact

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806-548-6524

Email  
paigesifuentes@gmail.com

Location  
San Antonio, Texas, USA

## Expertise

- UI/UX
- Visual Design
- Wireframes
- SEO Optimization
- User Flows
- Process Flows
- User Testing
- Stakeholder management
- User Research
- Heuristic Evaluation
- Strategic Thinking
- Product Development

## Tools

- WordPress
- Figma
- AdobeXD
- Canva
- Marvel

## Education

**UX/UI Design Certification**  
CareerFoundry  
Oct 2022 - Oct 2023

**Texas A&M University- Commerce**  
Bachelors Degree  
August 2010 - May 2014

## Summary

UX Designer with a background in business operations and customer service. Experience in project management and admin/stakeholder communication.

## Experience

- 2023 - Present  
West Music  
Business Administrative Assistant
  - Maintain and update the teacher resource website from West Music, Music ConstructED.
  - Optimize the website SEO.
  - Communicate with supervisor and C-level Executives on goals and milestones
  - Present user experience tools to optimize our user engagement.
  - Streamline and define processes within the Music ConstructED team.
  - Participate in team L10 meetings and decisions.
- 2023  
Fleming Investment Properties  
Executive Assistant
  - Communicate with the president of the company on projects related to investment properties as well as businesses associated with the company.
  - Create marketing emails.
  - Communicate with customers/tenants.
  - Input and recieve data documentation.
- 2020-2023  
Woodrow House Bed and Breakfast  
Operations Manager
  - Implement employee standards and processes.
  - Communicate with guests and handle requests.
  - Prepare and cook breakfast.
  - Plan events for special weekends.

## Reference

Kathleen Staten  
Music ConstructED Manager  
Phone: 8326226510  
Email : kstaten@westmusic.com

David Fleming  
President  
Phone: 8067937355  
Email : david@fleminginv.com