



SARA MANNING

UX/UI designer with experience in customer satisfaction.

SKILLS

- Wireframing
- UX research and testing
- Basic HTML5, CSS, JavaScript, jQuery
- Experienced in using Figma
- Able to type 50 WPM on average
- Proficient in Microsoft Office Suite
- Customer satisfaction
- Data entry
- Training new teammates
- Project management

INTERESTS

- Concerts
- Classic Film
- Trivia
- Cats

Manchester, NH 03102
(617) 650-9672
sacmanning@gmail.com

EDUCATION

Bloc, Online — Certificate in UX/UI Design

STARTED ATTENDANCE DECEMBER 2018, CURRENTLY ATTENDING

- Conducted UX research and testing
- Created wireframes and hi-fidelity mock-ups
- Learned basic HTML5, CSS, and JavaScript

Ithaca College, Ithaca, NY — B.A. in English

STARTED ATTENDANCE FALL 2010, GRADUATED SUMMER 2014

PROJECTS

MEDI+FILE, see on portfolio site

Cloud storage site designed to allow patients to access medical records and book appointments from anywhere with any doctor.

EXPERIENCE

PT Research, Manchester, NH — Verifications Specialist

WORK NUMBER COMPANY CODE: 11500, TRINET SEPTEMBER 2017 - NOVEMBER 2018

- Verified the education, employment, references, and licensure of those applying for work with clients
- Recorded data into internal computer system, while on the phone and off
- Communicated with applicants and clients regarding reports, re-investigating as needed

Granite Telecommunications, Quincy, MA — Senior Elite MAC Provisioning Representative

TEMP. VIA COMPLETE STAFFING SOLUTIONS - BOSTON NOV. 2014 - FEB. 2015

FULL-TIME PERMANENT WORKER FEBRUARY 2015 - MARCH 2017

- Provisioned moves, adds, and changes to POTS lines
- Followed up with Local Exchange Carriers via email and phone
- Trained new employees on team
- Assisted with procedural improvements
- Employee of the Month - July 2016