

# Sudie James Simmons

## Skills

Content Strategy  
Customer Support  
Wireframing  
Prototyping  
User Research  
Research Analysis  
Emotional Design

## Tools

Sketch  
InVision  
Balsamiq  
Adobe  
OptimalSort  
Wordpress  
Asana

## Languages

Italian  
Spanish

## Hobbies

Baking  
Hiking  
Reading  
Shuffleboard  
Travel

## Profile

I have experience in content management, UX design, and organizational operations. I create logical, functional systems to help users better understand their own needs. I instinctively prioritize the concerns, preferences, and anxieties of others, and have sought a career path that relies on empathy and innovation to solve problems creatively.

## Experience

**Director of Content** | *Urban Tech* | *New York, NY* | *April 2017 - Present*

- Facilitating conversion of curriculum from analog to digital.
- Managing alignment of curriculum to Common Core Standards.
- Advising on strategic partnerships.
- Creating blog posts on relevant current events.

**Sales Administrator** | *Fundera* | *New York, NY* | *2015 - 2017*

- Built administrative protocol for 30-person Sales team.
- Managed communications between Sales, Operations, and Product teams.
- Collaborated with Product team to create streamlined application process.

**Medical Assistant** | *ENT Center* | *Stamford, CT* | *2013 - 2015*

- Obtained and transcribed histories and charting notes for 25 patients daily, totalling 4,000 hours of patient care.
- Tracked short- and long-term patient progress through consistent follow-up.
- Wrote ultrasound protocol currently in use by Stamford hospital system.

## Education

*CareerFoundry* | *New York, NY* – Front End for Designers, anticipated 2019

*CareerFoundry* | *New York, NY* – UX Immersion, 2018

*Yale University* | *New Haven, CT* – B.A., Literature, 2013

## Events

Moderated *Ladies that UX* panel. Led team at design hackathon for promoting underrepresented communities in tech.