Stephanie Tong

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stephaniektong.com | Password: kelantan

I'm a 1st year Masters Student in Information seeking to move into UX Research. Formerly, I worked in Recruiting Operations with experience in hypergrowth tech companies.

Education

Aug 2021 -Apr 2023

University of Michigan - Ann Arbor Master of Science in Information

Concentration: UX Research and Design

Aug 2007 -May 2011

University of Southern California

B.S. Business Administration

Concentration: International Business.

Marketing

Coursework

Current

Consumer Psychology and Research Methods, Needs and Usability Testing, SQL and Databases, Graphic Design and Visual Communication, Web Design Responsiveness and Accessibility

Past

Contextual Inquiry, Interaction Design,

Psychology of User Behavior,

Python Programming

Skills, Tools, Methods

Research Methods

Design thinking workshops, focus groups, semi-structured interviews, usability testing, persona creation, customer journey maps, card sorting, survey methodology

Tools

Figma, Miro, Lucidchart, Usertesting, Surveymonkey, Qualtrics, Adobe Creative Cloud

Project Management

Agile, Waterfall, JIRA, Asana, Smartsheets, Kanban, Gantt, Sprint Planning

Web Design

HTML5, CSS3, Javascript

Data Analytics

SQL, Excel, Google Sheets

Coding

Python

UX Research Projects and ...

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Interaction Design

Mood Dial

A goalsetting and mindfulness mobile app that blocks technologydriven notifications based on user mood.

This was a class project brought from concept to prototype independently.

Client Consulting

Customer Empathy Network

Embed a culture of customer-centricity at an e-commerce furniture company.

This was a client project where within a team of 5, I acted as project manager and lead researcher.

Background Research

Defining the customer experience and operational implications for customer-centric firms - Oct 9, 2021

This was a background research report written individually to support the previously mentioned client project.

Go To Market Plan

Bridgen

An employee engagement solution to bring hybrid teams together through shared experiences.

This was a hackathon project where within an interdisciplinary team, I acted as project manager and lead researcher.

Professional Experience

Cruise, LLC

UX Research Associate (Part-Time)

Jan '21 - Sept '21

- Supported the Cruise UX Research & Insights team on a 20% basis on research for Cruise's <u>Ridehail</u>, <u>Delivery</u>, and Origin products.
- Partnered with Qualitative, Mixed Methods and Human Factors Researchers on participant recruitment, study design and logistics.
- Conducted and supported interviews using qualitative research methodologies (contextual inquiry, in-person and virtual interviews, card sorting, and usability testing).
- Performed field experiments at participant homes, closed course settings, and Cruise facilities. 50% of studies included accessibility assessment for wheelchair, deaf, and hard-of-sight individuals.

Staff Program Manager, Recruiting Operations & Programs

Aug '19 - Sept '21

- Owned Cruise's portfolio of Interviewing Programs to elevate the quality of hire within the autonomous vehicle company new hire training & onboarding, structured interview design, hiring decision programs, and interviewer performance management. These programs had a combined reach of ~2000 employees.
- Designed, implemented, and assessed recruiting program performance using qualitative and quantitative data sources. Indirectly managed 10+ mid-level project owners.
- Lead mission-critical People Team projects with company-wide impact using Agile and waterfall project management methods, managing teams and stakeholders across the entire Cruise organization.

Uber Technologies, Inc

Sr Program Manager, Recruiting Operations - Strategy & Planning

Mar '16 - Jul '19

- Program managed Uber's recruiting technology systems, including engagement with People Tools Engineering on the
 product roadmaps for Uber's internally built recruiting platform. Used product usability statistics, employee and
 candidate experience survey, and other research methods to inform design decisions toward the recruiting experience,
 touching 40000+ employees and 1.1 million external candidates annually.
- Led global project teams in improving efficiency of recruiting processes. Some projects include: RFPs and integrations of 3rd party softwares to HRIS | Tech solutions to maintain compensation pay parity and compliance by region.
- Managed Uber's global Employee Referral Program, scaling from 5000 to 20000+ participants over two years.

LinkedIn Corporation

Project Manager / Chief of Staff - Campus Programs

Dec '11 - Mar '16

- Executed University Recruiting, Intern and Early in Career programs. Built relationships with universities and organizations to build LinkedIn's brand as a premier employer by curating 150+ events annually across 30+ universities and regions.
- Lead the project team to redesign and launch the LinkedIn Campus Recruiting website (<u>careers.linkedin.com/students</u>). Used heuristic analysis and semistructured interviews to inform design decisions.