

TIRTZAH SCHACHTER



Jerusalem, Israel



929-884-1487



tirtzahux@gmail.com

SOFT SKILLS

- Organization and Time Management
- Excellent Communication
- Empathy
- Collaboration and Team Player
- Focused and Driven
- Detail-Oriented

HARD SKILLS

- User Research- User Interviews/Surveys, User Personas, User Stories, User Flows, User Journey Mapping.
- Interaction Design
- Wireframing and Prototyping using Figma, Adobe XD, and Marvel.
- Building programs with HTML, CSS, and Javascript

EDUCATION

Career Foundry

Online | Expected 08/2024

Certificate: Frontend Development for Designers

Career Foundry

Online | 06/24

Certificate: UX Design-Immersion Course

CTC/Lisa Meister

Baltimore | 04/2023

Bachelor's: Liberal Arts

Bais Yaakov High School

Baltimore, MD | 06/2020

High School Diploma

PORTFOLIOS & PROFILES

- LinkedIn
- Behance
- Github

PROFESSIONAL SUMMARY

Recently transitioning from remote administrative support, I offer a unique perspective as a junior UX designer. My background in administrative roles has honed exceptional organizational and problem-solving skills. Recently completing UX design education, I've gained a strong foundation in user research, interaction design, and usability testing. Passionate about creating engaging user experiences, I am eager to apply my skills to contribute to innovative design projects.

PROFESSIONAL EXPERIENCE

Ocean County Internal Medicine - Medical Office Receptionist

Lakewood, NJ (Remote) | 12/2022 - Current

- Improved patient satisfaction by efficiently managing appointment booking and addressing inquiries professionally.
- Maintained patient databases and updated information in alignment with HIPAA protocols.
- Increased office productivity by multitasking efficiently during peak hours, handling multiple responsibilities simultaneously.
- Collaborated with medical staff to ensure seamless communication and coordination of patient care.
- Managed high call volumes, directing calls to appropriate departments while providing accurate information to callers.

Bais Yaakov Middle School - Science Teacher

Baltimore, MD | 09/2021 - 06/2022

- Assisted in creating a safe and nurturing classroom environment that promoted emotional well-being and academic growth for all students.
- Planned, prepared, and taught lesson plans, giving students individual support.
- Delivered interactive lessons to help students comprehend complex concepts.
- Incorporated project-based learning into the curriculum, challenging students to apply scientific principles in real-world situations while developing teamwork skills.

Tiferes Golda - Teacher's Assistant

Baltimore, MD | 09/2021 - 06/2022

- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Set up visual aids, equipment, and classroom displays to support teacher's lesson delivery
- Collaborated with teachers and specialists to assess student progress.
- Established professional relationships with parents and other teachers to increase rapport and support.