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| **CONTACT** | |  |  | **PROFILE** |
|  | (320) 424-1205  [tenajohnshoy@gmail.com](mailto:tenajohnshoy@gmail.com)  Minneapolis, MN |  |  | I’m a creative problem solver focusing on user-centered web and mobile design. My design process is research driven and user validated. I’m fascinated by understanding the user perspective and coming up with solutions to problems. I am seeking a UX designer role where I can apply my problem solving skills and establish a career in the retail industry. |
| **EDUCATION** | |  |  | **EXPERIENCE** |
| **UX / UI Certificate**  University of Minnesota  Minneapolis, MN | 2020  **Bachelor of Science in Mass Communications**  St. Cloud State University  St. Cloud, MN | 2011  **SKILLS** | |  |  | **Administrative Assistant**  Osseo Area Schools  Osseo, MN | September 2019 - Present   * Researched, designed and implemented a redesign of the organizations website for desktop and mobile. * Wrote, edited and created electronic monthly newsletters for up to 4,000 subscribers. * Assisted in project management functions including planning, budgeting and reporting.   **Freelance Graphic Designer**  January 2018 - Present   * Designed and sold over 5,000 pieces of stationery and materials. * Work with customers to create custom designs to their specifications.   **Administrative Assistant**  Richfield Public Schools  Richfield, MN | December 2015 - September 2019   * Wrote, edited and updated content for the Facilities, Transportation and Health & Safety department web pages. * Developed the content and design for the annual newsletter to families in the district and coordinated bulk mailing. * Collaborated on various projects and initiatives and exhibited strong teamwork and leadership skills. * Demonstrate proficiency in programs including Microsoft Word; Publisher; Excel; and PowerPoint; and Google Drive apps. |
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| **Design**   * Persona Development * Product Testing * Prototyping * Storyboarding * User Interface * User research * Wireframing   **Technical**   * Adobe XD * Adobe Photoshop * Bootstrap * Figma * GitHub * InVision | |  |  |