

# Umnia Khan

*UX Researcher with experience working in documentary, film, writing and education.*

## Education

### Northwestern University

UXUI Certification 2022

### University of Central Florida

B.A. Visual Art

Minor in Religion & Cultural Studies

2011-2014

## Tools

Figma

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

Miro

Invision

Webflow

Microsoft Office

## Skills

User Research

User Personas

Storyboarding

Heuristic Analysis

Information Architecture

Wireframing

Prototyping

Usability Testing

Marketing

Social Media

Branding

UX/UI Design

## Product Designer

[www.uxumi.com](http://www.uxumi.com)

ux.umni@gmail.com

## Projects

### Artsonia Web Redesign

*UI/UX Designer*

[Enter Executive Summary Here](#)

### Interfaith America Website Redesign

*UI/UX Designer*

Partnered with a local NGO to update desktop and mobile website by streamlining user flow and refreshing branding according to stakeholder input

### U.S. Department of Agriculture

*UI/UX Designer*

[Enter Executive Summary Here](#)

### Tripsy Mobile App

*Product Designer*

[Enter Executive Summary Here](#)

### Skillfolio Mobile App

*Product Designer*

[Enter Executive Summary Here](#)

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## Product Designer

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ux.umni@gmail.com

### Additional Experience

#### EXECUTIVE ASSISTANT

Interfaith America | 2018-2019

Worked under supervision of Executive Office and Human Resources Department

Maintained correspondence with office of Presidents at 500+ universities • Coordinated logistics for board meetings, facilitator retreats, faculty and staff events • Used Salesforce to maintain alumni database.

#### FILM/ COMMERCIAL PRODUCTION

Independent Contractor | 2016 - 2020

Associate Producer -- The Turkey, a feature film by Liz Kaar 2018 (Twin Cities Film Fest 2021)

Wardrobe Assistant -- How Is This The World, short film by Sadie Rogers, 2017

Wardrobe Assistant -- David's Bridal, commercial produced by The Onion/Purple Stuff, 2017

Production Assistant -- Signature Move, feature film produced by New City Media, 2016

#### PRODUCING ASSISTANT

Full Spectrum Features | 2016 - 2017

Supported independent projects made by women, minority and LGBTQ filmmakers:

- Sought under-represented local talent for casting calls • Designed marketing materials, updated CMS website and wrote social media and blog posts • Compiled data and research for grant applications • Fundraised \$2000+ of food/beverage donations

#### DOCUMENTARY PRODUCTION ASSISTANT 20K Films | 2015 - 2016

Produced short format documentary style promotional and educational videos

- Scheduled/filmed/transcribed interviews • Edited audio/video footage using Adobe Audition and Adobe Premiere • Secured and processed liability and release forms

#### EDITORIAL ASSISTANT Florida Review Magazine | 2014

Worked part of editorial team at UCF's nationally ranked literary magazine

- Manuscript editing, proofreading and type-setting manuscripts • Edited 20 manuscripts per week • Maintained writer privacy and learned the process of productive critique for publications

### Additional Certifications

Podcasting: Stories in Sound

Advanced Media Institute

UC Berkeley Graduate School of Journalism  
2021

### Transferable Skills

Video/Audio Editing

Transcription

Copy-editing

Report Writing

Proofreading

Interviewing

Public Speaking

IDEO Design Thinking