

# JULIE NGUYEN

ADMINISTRATION | UX + PRODUCT DESIGNER



## WORK EXPERIENCE

### SENIOR ADMINISTRATIVE ASSOCIATE

Kendra Scott Women's Entrepreneurial Leadership Institute; University of Texas at Austin | 05/2022 - Present

- Provided assistance to the director and staff, including: scheduling and organizing of meetings, contacting attendees, preparing and distributing agendas, collecting meeting resources, arranging room reservations, taking minutes, tracking and reporting on action items, and coordinating travel arrangements.
- Created and managed internal and external project processes and procedures to ensure efficient and effective operations. Established and performed data gathering, surveys and analyses to report on demographics, outcomes, metrics, and other information critical to enhancing success of department's initiatives.
- Assisted with sponsored events & programs, including; catering arrangements, facilities scheduling, guest list management, guest communications, and day of set up/takedown.

### FOUNDER (FREELANCE DESIGNER, PHOTOGRAPHER, & ARTIST)

The Goddess Creative | 06/2019 - Present

- Built a creative studio specializing in user experience design; website development; photography; brand identity strategy; graphic design for marketing materials; and original mixed-media illustrations and paintings.
- Provided expertise to clients in addressing user and business needs by carrying out user research; presenting viable design solutions via deliverables (wireframes, prototypes, mockups); and implementing usability testing.

### SENIOR ADMINISTRATIVE ASSOCIATE

FRONT OFFICE & PROCUREMENT MANAGER (10/2019-8/2021); ADMINISTRATIVE ASSOCIATE (09/2017 - 10/2019); ADMINISTRATIVE ASSISTANT (11/2016 - 09/2017)

Department of Educational Psychology; University of Texas at Austin | 11/2016 - 04/2022

- Designed simple solutions to complex workflows that had weight in restructuring outdated department procedures.
- Lead event planner and graphic designer for 30 faculty recruitment candidate search events; 20 large-scale college, department, & staff events. Created custom graphics to represent student infographics and market the department.
- Head manager of procurement, vouchering, travel, and support for 100+ department faculty members, students, and university staff with customer service, costs, efficiency, and advocacy for the department's values in mind.

## EDUCATION

### FUNDAMENTALS OF GRAPHIC DESIGN CERTIFICATION

Coursera | California Institute of the Arts | September 2020

- Obtained a core set of graphic design skills from studying visual representation through a range of image-making techniques; basic principles of working with shape, color, and pattern; language and skills of typography; and applications of the principles of composition and visual contrast.

## CONTACT

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- in linkedin.com/in/juliexn
- 📷 instagram.com/thegoddescreative

## SKILLS

Adobe Illustrator  
Adobe Lightroom  
Adobe Photoshop  
Agile Methodologies  
Decision/User Flow Mapping  
Empathy Mapping  
Figma  
InVision App  
Microsoft Office Suite  
Procreate  
Prototyping + Mockups  
Responsive Interaction Design  
Sketch  
Storyboarding  
User Research + Testing  
User Personas  
Wireframing

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## EDUCATION (CONT.)

### UX/UI DESIGN CERTIFICATION

The University of Texas at Austin | September 2018

- 6-month immersive program involving hands-on training in design thinking; user centered design; prototyping; information architecture; wireframing; interface design; implementing visual design theory using Adobe Creative Suite (Illustrator, XD, Photoshop); Sketch; InVision; and responsive web design and frontend development utilizing HTML5, CSS, Bootstrap, JavaScript and jQuery.
- Web redesigns and branding for non-profit organizations that promoted: increased member retention by presenting opportunities for active participation; clarified business goals and streamlined onboarding processes; resonant visuals and texts connections that enhanced shared community values; decreased obstacles that dissuade donation completion to increase potential funding; and mindfulness of the user's physical and financial restrictions.

### BACHELOR OF SCIENCE & ARTS: BIOLOGY & BACHELOR OF ARTS: SOCIOLOGY

The University of Texas at Austin | May 2016

## CONTACT

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## SKILLS

Adobe Illustrator  
Adobe Lightroom  
Adobe Photoshop  
Agile Methodologies  
Decision/User Flow Mapping  
Empathy Mapping  
Figma  
InVision App  
Microsoft Office Suite  
Procreate  
Prototyping + Mockups  
Responsive Interaction Design  
Sketch  
Storyboarding  
User Research + Testing  
User Personas  
Wireframing