

# Alexandra Rivera

## UX & PRODUCT DESIGNER

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### ACADEMIC BACKGROUND

#### UX Design | Frontend Development

CareerFoundry

Expected completion: 11/2022

#### B.A. Human Development

California State University: East Bay

Graduated: 06/2019

### RELEVANT SKILLS

User Research

Usability Analysis

User Personas

Wireframing

Prototyping

User Testing & Analytics

Visual Design

Brand Design

Frontend Development

### TOOLS

Figma

Sketch

Adobe Creative Suite

Balsamiq

Miro

Marvel

InVision

HTML5/CSS/JavaScript

ReactJS

### CERTIFICATIONS

#### SheCodes Web Development

SheCodes Workshops | April 2019

#### SheCodes Responsive Web Development

SheCodes Workshops | May 2019

#### SheCodes React Development

SheCodes Workshops | July 2019

### PERSONAL INTERESTS

Photography

Web Design

### WORK EXPERIENCE

#### OPERATIONS MANAGER

SEPT 2021 - PRESENT

Speechy Learning Center  
Menlo Park, California

- ❖ Oversee and update schedules for 100+ clients and 4 therapists.
- ❖ Produce marketing and social media content to increase client base by 40%.
- ❖ Form and implement office policies and procedures
- ❖ Achieve financial goals by preparing budget reports, distributing invoices, and analyzing and reconciling variances

#### PHOTOGRAPHER - FOUNDER

NOV 2019 to PRESENT

Alexandra Noelle Photography  
San Francisco Bay Area

- ❖ Produce photos in various methods including film/digital media
- ❖ Design and collaborate with clients for specialized portraits and events
- ❖ Create marketing content for female-owned small businesses
- ❖ Edit and enhance photos for distribution

#### LEAD TEACHER

APR 2015 - SEPT 2021

Bright Horizons | Genentech  
South San Francisco, California

- ❖ Planned and implemented a quality curriculum that meets the developmental needs of 60+ preschool aged children
- ❖ Led weekly team meetings to plan and prepare the class curriculum
- ❖ Maintained documentation and daily communication with families
- ❖ Liaised for onboarding orientation for new employees
- ❖ Conducted school tours for prospective clients

#### INVENTORY SPECIALIST

FEB 2011 - APR 2015

Ambiance  
San Francisco, California

- ❖ Cataloged and organized inventory for 3 onsite locations
- ❖ Monitored and reported weekly sales trends
- ❖ Fulfilled orders for inter-store merchandise transfers for 4 locations
- ❖ Drove sales through customer service and product knowledge