



SEATTLE-BASED VISUAL DESIGNER INTERESTED IN USER INTERFACE AND VISUAL IDENTITY

ALYSSA JADE VISUAL DESIGNER

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EXPERIENCE

DEC 2018 - PRESENT

Tableau
Project Management Coordinator

- Strategize on Development group internal communications including newsletter layout, branded email templates and quarterly all hands meetings
- Manage communication and coordination of bi-yearly Hackathon
- Design and maintain rhythm of the business slide deck
- Coordinate yearly Product Manager Off-site
- Interim executive assistant support for the VP of Product Operations [September 2019 to January 2020]
- Manage Development group swag; Dev t-shirt design competition, quarterly release patch, design and distribute Dev Tableau Conference t-shirt

NOV 2017 - DEC 2018

Bill and Melinda Gates Foundation
Program Assistant

- Managed and prioritized complicated calendars for 4 principles
- Anticipated needs and proactively communicated with principles to ensure team priorities were being met in order to reach set goals and impact
- Arranged domestic travel
- Processed + compiled expense reports
- Processed participant reimbursements
- Assisted with on-site meeting logistics for internal + external participants
- From November to July, provided Floater PA backfill support for 15 different assignments which included supporting over 40 principles across 6 different program teams ranging from 1 week up to 2 months at a time

JUN 2017 - SEP 2017

Colorado Department of Public Health and Environment
Administrative Assistant III

- Processed permits for the Water Quality Control Division
- Responded to client inquiries regarding applications and billing
- Maintained the Division database

OCT 2014 - OCT 2016

Colorado Office of the Attorney General
Administrative Assistant II

- Scheduled + managed 10 complex attorney calendars
- Aided in communicating strategically with client organizations
- Shepardized and conducted legal research

JUN 2013 - JUN 2014

Gutterman Griffiths P.C.
Legal Assistant

- Maintained client files using ProLaw software
- Drafted legal documents + prepared trial notebooks for weekly court proceedings
- Multi-tasked projects to provide Shareholders information efficiently and effectively

EDUCATION

2017 - 2020

M.A. Graphic Design and Digital Media
Academy of Art University

2009-2013

B.A. International Affairs
University of Colorado at Boulder

ASSOCIATIONS

Lean In Seattle Chapter
AIGA Seattle

AWARDS

2013 | CU Staff Leadership Honor

COMPETENCY

DESIGN

InDesign
Photoshop
Illustrator
Lightroom
Adobe XD
InVision

RESEARCH

Storyboarding
Wireframing
Prototyping
A/B Testing