AMIEE LEE

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EXPERIENCE

July 2022 - Present | FULL-TIME
User Experience Design Crew Consultant
TURNBERRY SOLUTIONS INC. (Minneapolis, MN)

Client: Cambridge Investment Research
- Communicated weekly project status reports on team progress
- Documented, organized, and managed project resources
- Reported and managed project budget and spending to remain within project scope of work agreement
- Managed and created visibility into team calendars to communicate out-of-office days to client
- Worked in MS Teams and MS Office such as MS Outlook, Word, Powerpoint, Excel to compile notes, data, and research

Client: Wells Fargo
- Facilitated meetings and lead UX discovery research with product team in Figjam and Mural.
- Identified design problems and synthesized data to devise a user-centered design solution by translating concepts into user flows, wireframes, mockups, and rapid prototypes for client.
- Collaborated with product design team and stakeholders to create user-centered designs.
- Conducted user interviews to collect qualitative data to inform design decisions.
- Offer human-centered knowledge to product design process.

May 2022 - July 2022 | FULL-TIME
User Experience Designer
ADVA DIGITAL SOLUTIONS (St.Louis, Missouri)
- Moderated discovery and evaluative research to support in design decisions using Figjam to organize team activities and user data.
- Created user flowcharts, low/high fidelity mockups, and interactive prototypes for clients in Figma.
- Created and iterated design concepts to deliver high-fidelity minimal viable products (MVP's).
- Partnered and collaborated with key stakeholders and development teams to prioritize important key features and user stories.

December 2021 - April 2022 | FULL-TIME
User Experience Student
PRIME DIGITAL ACADEMY (Minneapolis, MN)

- Collaborated in a team setting to research user pain points
- Conducted stakeholder interviews to identify organization areas of opportunity
- Iterated design concepts to produce final, high-fidelity prototype
- Conducted remote usability testing to evaluate client product and assess ways to improve it
- Analyze qualitative and quantitative data and tell the story behind it

Piivately | View entire case study at: https://www.amieelee.com/piivately
- Collaborated with team members to conduct stakeholder and user interviews
- Created user interface designs according to stakeholder vision from the ground up
- Moderated high-fidelity prototype usability tests and analyzed data
- Set up meetings and acted as point of contact for my team
- Methods: Stakeholder Interview, User Interviews, Card Sorting Journey Mapping, Affiniting Diagramming, Wireframing, Prototyping, Usability Testing

Fit IV Life | View entire case study at: https://www.amieelee.com/fitivelife
- Conducted field research to assess problem area within then public gym environment
- Designed wireframe and physical prototype of the new gym arrangement
- Professionally delivered and presented final design solutions and deliverables to clients.
- Methods: Stakeholder Interview, User Interviews, Graffiti Walls, Speed Dating, Competitive Audit, Affinity Diagramming

Other Clients - (Case Studies found at www.amieelee.com)
- Exhibits Development Group
- JobOptim
- Glow Fit
- Culture Booster
- Living Room Tutors

January 2020 - December 2021 | FULL-TIME
Financial Operations Coordinator
CB RICHARD ELLIS (CBRE) (Minneapolis, MN)
- Ran monthly rent charges and credit report according to tenant reconciliation billings.
- Perform administrative duties and work in Microsoft excel for organizational and data purposes.
- Created and terminated new/old tenant lease requests and processed refunds, write-offs, payments to charges.
- Recorded and created monthly cash receipts to tenant properties and ledgers.
- Supported onboarding by designing step-by-step systems processing documents to aid new employees on smoother onboarding experience.

EDUCATION

December 2021- April 2022
User Experience Design Certification
Prime Digital Academy (Minneapolis, MN)

- Professional Skills Pratice
- Professional Development
- Client Work
- DEI Courses

September 2013- June 2017
Bachelors of Arts - English
University of Minnesota - Twin Cities (Minneapolis, MN)
- Upward Bound - TRiO

SKILLS

- Figma
- Microsoft Word
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Sharepoint
- Mural
- JIRA
- Notion

COMMUNITY INVOLVEMENT

June 2021- December 2021
Fit IV Life
Employee/Volunteer

- Bootcamp Instructor
- Social Media Marketing
- Personal Training
- Live Video Tutorials