

Lesley McGrath

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Summary

I am a detail-oriented UI/UX designer with a growth mindset. I find absolute delight in blending aesthetics with functionality and seeing it come to life with the user. Having worked in roles that require empathy, I always keep the users' needs in mind throughout the entire process of my designs.

Education

General Assembly

Certificate of Completion
UX Design
09/2021-12/2021

San Diego State University

Bachelor of Arts in Communication
Minor in Sustainability
08/2010-05/2014

Skills

- Figma
- User Research
- Information Architecture
- Visual Design
- Wordpress
- Effective Communication
- Organization

Work Experience

UX Designer

Texas Vacation

November 2021 - December 2021

- Created wireframes and conducted usability testing using prototypes
- Managed fully mocked up designs and prototypes for the complete redesign of the mobile website
- Communicated the solution and next steps to stakeholders

Executive Assistant, Accounts Payable Specialist

Glouston Capital Partners

January 2020 - September 2021

- Executive assistant for 1 Partner and Investment Team
- Analyzed vendor contracts to reduce company operating costs
- Managed accounts payable

Administrative Assistant, Accounts Payable Specialist

Glouston Capital Partners

April 2017 - January 2020

- Managed budget and price tracking of publications and services
- Implemented monthly reporting processes
- Prepared Travel & Expense compilation detail and journal entries for the general ledger
- Coordinated travel arrangements and produced itinerary and meeting schedules
- Processed and booked entries in QuickBooks

Receptionist

Glouston Capital Partners

September 2015 - April 2017

- General office administration and organization
- Managed staff calendar and meetings