

## Experience

### Product Designer | SecureDocs, Inc

Santa Barbara, CA | Nov 2021 - Present

- Designing scalable SaaS products for legal workflows, contract management, e-billing, and matter management
- Conducting stakeholder interviews, user research, and usability testing with legal professionals and corporate clients
- Building and maintaining scalable design systems using Figma, enabling consistent UI across the platform
- Collaborating with cross functional teams to ensure alignment across product, technical, and regulatory needs

### Senior Collections Specialist | Sientra, Inc

Santa Barbara, CA | Dec 2018 - Nov 2021

- Prepared weekly status reports for Sales Directors and Revenue Operations team
- Managed month end reporting
- Established and managed collection cycle for ~400 accounts
- Completed quarterly bad debt reserve analysis and write-offs
- Supported financial and SOX audit pulls

### Accounts Receivable Specialist | Curvature, Inc

Santa Barbara, CA | Jul 2015 - Dec 2018

- Analyzed financial statements to establish customer's payment terms
- Managed the month-end close process
- Resolved accounting issues and reconciled any discrepancies

### Research Assistant | UCSB Cultural Psychology Lab

Santa Barbara, CA | Sept 2013 - June 2015

- Supervised and conducted research studies on campus and in nearby communities
- Responsible for scheduling participants and instructing subjects
- Coded, analyzed, and organized collected data
- Worked closely with graduate students and professor to communicate and discuss research findings

## Education

### University of California

#### Berkeley Extension

### Certification in UX/UI Design

Feb 2021 - Aug 2021

### University of California Santa Barbara

### B.A. in Psychology

### Minor in Applied Psychology

2012 - 2015

## Skills & Tools

Wireframing

Prototyping

User Research

Usability Testing

Figma/Figjam

Miro

Jira

Aha

HTML

CSS