

YURI HAYASHI

CONTACT

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📍 South El Monte, CA

SKILLS

Tools: Figma, Miro, Maze, Slack, Discord, Optimal Workshop, Figma, Canva, Microsoft Office, Adobe Illustrator

Design: Information Architecture, User Research, Wireframing, Usability Testing, Prototyping, Design System, Responsive Web, Inclusive Design, Brand Marketing, A/B Testing

EDUCATION

University of California, Riverside

Bachelor of Arts, Chemistry

2016 - 2020

Designlab Bootcamp

UX Academy | UX/UI Certification

February 2022 - November 2022

WORK EXPERIENCE

Administrative Assistant

Straight Forwarding, Inc | City of Industry, CA

February 2023 - July 2024

- Designed and update the company's employee directory using Figma, incorporating names, photos, and departmental organization for clear and professional presentation
- Created visually appealing catering posters for holidays and events, highlighting menu details and enhancing engagement
- Developed personalized sales brochures for each sales executive, ensuring customization to align with their specific requirements and preferences, ultimately enhancing the impact of customer presentations
- Curated and distributed weekly newsletters featuring logistics and supply chain news, keeping the sales team and their clients informed on industry trends
- Organized and executed events to ensure successful outcomes
- Utilized Microsoft Excel proficiently to maintain comprehensive records of current company devices, ensuring accuracy and accessibility of up-to-date information for efficient management and tracking purposes
- Streamlined operational processes by organizing meetings with detailed agendas, coordinating schedules, managing files, processing invoices, and handling legal document orders
- Collaborated with the manager and sales director on key design projects, including:
 - Developing sales brochures, such as the "Straight Tracking" page, to showcase the functionality of the company's mobile tracking system for clients
 - Designing and redesigning career fair flyers with engaging visuals and concise messaging to attract prospective candidates
 - Creating and procuring customized items for career fairs to elevate brand presence

Caretaker/Tutor

Cherish Care Staffing Caregiving Services | Baldwin Park, CA

August 2020 - August 2021

- Provided service for a child with ADHD and tutored in Math, English, Reading, and Science
- Constantly reviewed the needs of the child and adapting to their needs
- Identify the child's needs and learning style and communicate with parents and teachers to help them continue to learn effectively at home and in the classroom
- Utilized different creative ways and fun learning activities to keep the child engaged and focused
- Helped with homework and studying by focusing on strengths and weaknesses
- Ensured the child was on time for all activities and meals

PROJECT

Mentch (HealthTech Hackathon)

2022

- Collaborated with other UX Designers and a Physician (Industry Expert) to create a language-friendly booking website that can help immigrants with language and cultural barriers to make an appointment easily with a therapist whom they can trust and connect with a support group with people of their ethnic background
- Received an award for placing third in the HealthTech Hackathon
- Completed within two days via a whiteboard challenge that included research, user personas, sketching, wireframing, prototyping, and presenting using Figma and Figma