

# Lamia Sheikh | UX & Web Designer

Riverside, CA

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## Summary

Lamia is a versatile professional with a robust background in design, web development, business administration, and marketing. With a Bachelor's degree in Computer Science, and a UX/UI Bootcamp certification, Lamia thrives on transforming ideas into captivating, responsive user-centered designs. Her multifaceted experience across technical, business, marketing, and HR domains highlights her adaptability and comprehensive skill set.

## Skills

- **UX Research:** User Personas, User Journeys, Competitive Analysis, Information Architecture, Qualitative/Quantitative Research, Usability Testing, User empathy, Process Flows, Accessible Design
- **UX/UI Design:** Adobe Creative Suite, HTML, CSS, JavaScript, Interface Design, Figma, Motion Graphics, Prototyping, Wireframes, Typography, Color Theory, Design Systems, Style Guides
- **Technical:** IT Support, Web Development, SEO Optimization, Microsoft 365, Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams), UKG, Workvivo
- **HR Skills:** FMLA Administration, Terminations, Unemployment Claim Handling, State Compliance, Employee Relations, New Hire Training, New Hire Onboarding
- **Financial and Data Management:** Financial Data Management, Payroll Processing, Database Management, Financial Reporting, Long Term Care Insurance Claims
- **Administrative and Clerical Skills:** Reception/Concierge Duties, Clerical Duties
- **Other:** Written/Verbal Communication, Customer Service, Social Media Management, Problem-Solving, Adaptability, Multitasking, Organization

## Experiences:

### **Web Developer | Muslim Women Professionals | Remote**

**Aug 2023-Present**

- Led front-end web development initiatives for MWP Squarespace, collaborating closely with the Marketing Team.
- Conducted research, analysis, and market research to identify trends, ensuring the website aligns with the brand identity.
- Collaborated with the graphics and content team to curate website content, creating custom graphics to enhance visual appeal.
- Played a key role in promoting events and social media posts, optimizing SEO strategies for improved visibility.
- Updated and optimized blog posts, ensuring the website remains current and aligned with user preferences.

### **HR Assistant | MorningStar Senior Living | Parker, CO**

**May 2023-July 2024**

- Overhauled administrative processes, including data entry protocols, to enhance HRIS efficiency, particularly with UKG and Dynafile, ensuring streamlined onboarding and state compliance.
- Meticulously processed payroll in UKG, ensuring precise incorporation of time cards, training hours, and bonuses bi-weekly, collaborating closely with payroll processing specialists.
- Spearheaded a comprehensive overhaul of financial data management, collaborating with the Business Office Manager, ensuring seamless and accurate entry for consistent financial reporting.
- Exhibited proficiency in managing Long Term Care insurance claims, optimizing reimbursement processes, and minimizing financial discrepancies.
- Expertly handled HR functions, including FMLA, terminations, and unemployment claims, ensuring compliance with state regulations.
- Played a key role in IT support, resolving internet issues, troubleshooting computers and device configurations.
- Assumed responsibilities as a Reception/Concierge backup
- Initiated and joined the Radiance committee, enhancing employee engagement and support. Created engaging flyers for events, organized meetings, prizes, and gifts on the first Tuesday of each month.
- Assumed responsibility for email marketing, effectively communicating events and HR updates to staff.

### **Communications Intern | CAIR-LA | Los Angeles, CA**

**Sep 2022-Dec 2022**

- Leveraged design skills, color theory, and typography for marketing, engaging 10,000+ followers.
- Skillfully applied motion design to elevate promotional content.
- Upheld brand identity by meticulously following established guidelines, resulting in a consistent and recognizable company image.
- Actively sought and incorporated feedback to refine marketing materials, demonstrating a commitment to continuous improvement and attention to detail.

## Education

Certificate, UX/UI | University of California Irvine Continuing Education Bootcamp

**Oct 2022-Apr 2023**

Bachelor of Arts in Computer Science | Minor in Digital Design | University of Colorado Denver

**Jan 2019-Aug 2022**