

Jaz Talley

CONTACT

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EDUCATION

Indiana University | Bloomington, IN
M.S. in HCI | May 2021

Indiana University | Bloomington, IN
B.S. in Informatics | May 2019

SKILLS

Design

Agile & Lean Project Management
Affinity Diagrams · Personas
Sketching · Storyboarding · Graphics
Wireframing · Journey Mapping
Prototyping · Design Thinking ·
Design Hierarchy · Typography
Waterfall Methodology

Research

Conduct Literature Reviews Analyzing
Surveys · Conducting Interviews ·
Conducting Contextual Inquiries ·
Creating Usability Tests Creating Task
Analysis

Software

Adobe CC (XD, Photoshop, Premiere
Pro & Illustrator) Miro · Figma
Lucidchart Sketch · InVision Studio
Wix · XCode

Soft

Active Listener · Adaptable Collaborate
Cross Functionally Critical Thinker ·
Problem Solving Detailed Oriented ·
Innovative · Great Verbal & Written
Communication Flexible · Remote
Communication Tools · Self Motivated
· Team Player

Technical

Basic HTML (Informed)
Basic CSS (Informed)

EXPERIENCE

Synergy Behavioral Services. Atlanta, GA

Media, Recruitment & Administrative Specialist – remote

OCTOBER 2022 - PRESENT

- Lead specialist in the design, development, and implementation of communication materials.
- Increased social media reach on Facebook by 60% in two months by creating entertaining and educational weekly posts.
- Facilitate, create and manage graphic designs needed to produce social media strategies, website and brochure designs, by creating various marketing projects.
- Effectively screen and proactively reach out to prospective qualified candidates via Indeed and email.
- Introduce new systems to improve the efficiency of the entire recruitment process.
- Manage, organize, communicate, and file multiple insurance, assessment, and treatment authorization forms while maintaining the confidentiality of all pertinent client information.

Front Page Agency. Atlanta, GA

Business Development & Sales Consultant

AUGUST 2022 - OCTOBER 2022

- Highlighted and promoted brand awareness for client T-Mobile and Assurance Wireless to provide cellular service and phones to qualified individuals.
- Achieved and increased daily sales goals by 25% utilizing promotional materials while processing key stakeholder information according to company procedure.
- Lead direct marketing trends that reached upwards of 1,000 consumers by developing and fostering relationships with existing and prospective consumers.
- Interviewed, trained, and mentored new sales team associates in products, selling techniques, and company procedures.

SchemaZone. Toronto, Ontario

UI/UX Consultant – remote

MARCH 2022 - JULY 2022

- Lead and instructed an international 4-week practical UX and UI training program that met twice a week to gain an accredited certification.
- Introduced and taught concepts such as design thinking, the stages of the design process, design theory with basic UX rules, and how aspects of business fit inside the design process.
- Answered questions from trainees throughout the week while they completed weekly projects utilizing Figma and provided written feedback on presentations, professionalism, and overall progression based on weekly project deliverables.