

# Erin Daly

## Entry Level UX Designer

### WORK EXPERIENCE

#### Private Tutor, New Jersey

Personal Homeschool teacher

03/2020 – 06/2022

- Identified and utilized various academic strategies to meet student's diverse needs
- Dissected problems to present them in a more approachable manner for students
- Nurtured the creative aspects of academia through the development of inventive projects
- Maintained the students' self-confidence to best facilitate learning

#### Private Concierge Travel, New Jersey

Travel Coordinator

05/2018 – 05/2020

- Generated client domestic and international travel plans and provided relevant information in regards to methods of transportation, cultural standards, currency exchange, and travel regulations
- Researched and prepared detailed travel itineraries complete with pricing, airfare, accommodation, tour, weather, and any additional information needed for each trip
- Anticipated and responded to individual client needs and preferences

#### Bessemer Trust, New York, New York

Senior Portfolio Assistant

01/2016 – 04/2018

- Collaborated with members of Marketing, IT, and Legal and Compliance teams to redesign intranet to improve functionality for users
- Developed and maintained spreadsheets using Excel, FactSet, and proprietary finance systems to identify trends and develop forecasts of covered companies
- Reviewed financial statements, completed cost and revenue analysis, and other finance reporting, including profit and loss, gross margin, and profitability

Portfolio Assistant

01/2015 – 12/2016

- Participated in Mentor Program to network with senior colleagues and develop leadership and project management skills to strengthen my ability to support my team and increase visibility in the company
- Completed in-depth business valuations, monitored and analyzed financial data trends, and prepared new financial models to aid in decision making of stock purchases by senior team members

### CONTACT

- Boulder, CO (Open to Remote)
- 908-938-1491
- ec Daly4@gmail.com
- erindalyportfolio.com

### SKILLS

#### Hard Skills:

- Wireframing
- Prototyping
- Usability Testing
- Product Design
- Interaction Design

#### Soft Skills:

- Effective Communication
- Critical Thinking
- Process Improvement
- People Management

#### Tools:

- Sketch App
- Adobe XD
- Figma
- Photoshop

### EDUCATION

#### Google UX Design Certificate

Online  
2022 - 2023

#### St. Peter's University

Master of Arts in Education  
Jersey City, NJ | 2009

#### Virginia Polytechnic Institute and State University

Bachelor of Arts in History | Dean's List  
Blacksburg, VA | 2006

## Executive Assistant

01/2013 – 12/2014

- Spearheaded new improvement of templates for quarterly mutual Fund board meetings, edited all documents for nine investment teams as well as external sub-advisors, created book of final materials, and disseminated to Board members
- Coordinated with Board members and sub-advisors of internal mutual Funds to schedule quarterly meetings
- Created presentations for executives used in company-wide meetings and client meetings
- Worked closely with Legal and Compliance department after writing monthly and quarterly fund summaries, performance reviews, and strategy books distributed for external use in client meetings and marketing materials
- Collaborated with Chief Investment Officer to plan both summer and year-end offsites to encourage company culture throughout the Investment Department
- Onboarded and trained new investment department members in office policies and utilization of systems to ensure and promote team development

## Administrative Assistant

10/2012 – 01/2013

- Increased efficiency of team by managing calendars, schedules, domestic and international travel, positively resolved last-minute travel emergencies, and kept below targeted budgets for ten executives and six junior executives
- Kept operating expenses for the team running smoothly by completing monthly travel and expense reports for all team members and kept strict adherence to the budget
- Efficiently and accurately created and distributed company-wide transaction advisories following each trade made by investment teams to keep highest-level executives, board members, and clients informed of all positions held and reasons for any moves
- Maintained internal spreadsheets with every trade made by each team to ensure executives were always informed of most up-to-date and accurate information
- Oversaw office operations for team including ordering office supplies, scheduling meetings, booking rooms, ordering food, and greeting guests