



MICHAEL TRAN

UX/UI Designer | Philadelphia, PA

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Project Experience

POM Payroll App - UX/UI Designer

Dec 2020 - Mar 2021, Philadelphia, PA

- Built an intuitive payroll app for timesheet processing and approval management using Figma
- Analyzed competitive apps, synthesized user data, then created user personas, wireframes, and user flows
- Developed a working prototype to conduct usability testing, then reiterate using Figma

Designer Dali App - UX/UI Designer and Android Developer

Aug 2020 - Nov 2020, Philadelphia, PA

- Built an app that generates design prompts for designers from various design disciplines
- Designed high fidelity wireframes using Adobe XD
- Developed the app using Java programming in Android Studio
- Published the app on Google Play store

Work Experience

Michael Tran Design - Freelance Designer

Feb 2013 - present, Philadelphia, PA

- Design impactful web and print marketing collateral for clients
- Built WordPress websites to increase web presence for clients
- Content Creator for Rising Kirin YouTube Channel with 1.3k subscribers, over 120k channel views, and over 25 HD videos

Resources for Human Development - Payroll Coordinator II

Feb 2017 - Jan 2021, Philadelphia, PA

- Processed bi-weekly payroll for nearly 5,000 active employees
- Provided customer support regarding payroll inquiries within a 24-48 hour timeframe
- Resolved payroll discrepancies and issues by thorough research and investigation, then document the resolution
- Promoted to Payroll Coordinator II on December 2018 and interviewed and mentored new Payroll Coordinators on payroll protocols

Children's Outreach Service Program - Operations Analyst

Jan 2013 - Feb 2017, Manayunk, PA

- Reduced delinquent timesheet submissions by 50% by developing and tracking late submissions using Excel and collaborated with management teams
- Process and reviewed data entries for approximately 250 employees with over 95% accuracy for auditing compliances

Skills

Graphic Design
Wireframing
Prototyping
Persona
User Flow
User Interviews
Usability Testing

Tools

Figma
Sketch
Invision
Adobe XD
Miro
Microsoft Office

Programming

HTML & CSS
Java
Swift

Languages

Cantonese - Fluent
Japanese - Conversational

Education

Temple University

Aug 2007 - May 2010, Philadelphia, PA

Bachelors of Arts in Digital Media
Awarded the Temple University Japan study abroad scholarship

Awards & Certificates

IBM

Feb 2021, E-Learning

Badge of Completion - Enterprise Design Thinking Practitioner

Programming Hub

Aug 2020, E-Learning

Certificate of Completion - UX/UI Course
Certificate of Completion - Android Development Course