

Sarai Aguayo-Sandoval

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SKILLS

Skills: PowerBI, Nexus, Citrix, OneVM, Microsoft Office (Excel, Word, PowerPoint, Forms), Google Suite (Sheets, Docs, Slides, Forms), Trello, Project Management, Adaptability, Agile. Adobe (Photoshop, Illustrator, InDesign, PremierPro, Figma), Basic HTML/CSS, User Experience Design Thinking.

Research: Competitive Analysis, User Interviews, Heuristic Evaluation, Accessibility Audit, User Stories, User Flows, Use Cases, Personas, Affinity Mapping, Usability Testing, Optimal Workshop, Qualitative Research Methods.

Design: Information Architecture, Human Centered Design, Style Guide, Component Library, Typography, Sketching, Wireframing, Rapid Prototyping, High-fidelity Mockups, Agile Methodologies, Responsive Design, Interactive Design, Visual Design, Web Accessibility.

WORK EXPERIENCE

Utility Tree Service

Traffic Control Coordinator

Milpitas, CA

August 2023 – Present

- Successfully reconciled invoices totaling over \$225,000, establishing a streamlined process for remitting payments.
- Successfully oversaw the end-to-end traffic control process for over 300 projects, managing tasks from initial requests to vendor payments.
- Obtained site-specific permits when necessary, ensuring compliance in cases where the annual blanket permit did not cover specific locations.
- Secure approvals from PG&E to process Time and Material (T&M) forms covering operational expenses.
- Communicated project delays to PG&E's team and submitted proper documentation.
- Collaborated with field supervisors to assign and track work released on PowerBI for field crews, regularly double-checking and assigning based on upcoming due dates.
- Maintained communication with our field crews to get updates on the completion status of their high priority tasks to ensure timely closure of jobs for billing preparation.

Alameda County Transportation Commission

Data Management Associate

Oakland, CA

March 2023 – August 2023

- Digitized invoices spanning a 25-year period to facilitate the company's shift towards a paperless workflow.
- Learned to develop a Python script to automate file processing, enhancing workflow efficiency through streamlined automation

General Assembly

Junior Design Researcher

Remote Work

November 2022 – February 2023

- Conducted comprehensive user research using various methods to uncover hidden needs and validate unbiased findings.
- Utilized research findings and user-centered design techniques to develop user-friendly solutions.
- Acquired valuable insights in efficient team delegation and project management, elevating project coordination skills for future endeavors.

Amecy As Inc.

Administrative Coordinator

Remote Work

September 2022 – March 2023

- Optimized invoicing procedures by implementing Microsoft Mail Merge, reducing manual steps, expediting invoice exports, and enhancing overall workflow efficiency.
- Created an Excel database system to effectively organize and access customer and invoice data, enhancing information management.

EDUCATION

General Assembly Bootcamp

User Experience Design

Remote Work

November 2022 – February 2023

San Francisco State University

*Bachelors in Business, Business Administration, Marketing
Minor in Design: Visual Communications*

San Francisco, CA

August 2018 – May 2022