

EMILY M. LEE

UX DESIGNER | BOSTON, MA

WORK EXPERIENCE

UX/UI Designer | Freelance

JUNE 2017 - PRESENT • BOSTON, MA

- Analyze trends through user research to support donors by developing a donation application that provides assurance to donors and increases donations
- Conduct a design sprint to produce 100 fabric masks for medical staff battling COVID-19
- Develop and craft an online portfolio to showcase research case studies

Sales Associate & Customer Service | Looks, LLC.

AUGUST 2017 - PRESENT • CAMBRIDGE, MA

- Engage and consult with customers on purchase needs, exchanges, and returns
- Provide product recommendations to help meet customer expectations while ensuring a satisfactory experience
- Prepare labels and display merchandise in a visually appealing manner to attract customers and increase sales
- Manually record and verify received inventory against invoice and order slips

Engineering Technician | Flex

JULY 2020 - SEPTEMBER 2020 • BOSTON, MA

- Executed a COVID-19 mask initiative to provide over 10,000 masks to health centers
- Exceeded target mask numbers by 130% within the deadline
- Assembled and packaged 3D knitted masks ensuring QA/QC met the gold standard

Design & Production Associate | Misha & Puff, LLC.

NOVEMBER 2018 - JANUARY 2020 • BROOKLINE, MA

- Coordinated, tracked, and managed product development processes between design, production and overseas vendors while meeting time and action deadlines
- Produced lookbooks and linesheets for internal and external stakeholders
- Prepared fittings for the Production Director and Head Designer: measured samples from all stages of development, analyzed construction and workmanship, conveyed fit comments to vendors ensuring all details were well-communicated
- Created detailed tech-packs, CAD flat sketches, and color palettes
- Approved packaging, content labels, hangtags, UPCs and created SOPs for vendors
- Tracked, presented, and reported on lab-dips, print strike-offs, knitdowns, trims
- Coordinated and facilitated lookbook and web photoshoots

Fabric Coordinator | J.Jill Group, Inc.

OCTOBER 2016 - JUNE 2017 • QUINCY, MA

- Researched and developed new seasonal fabrics with cross functional teams
- Produced seasonal fabric charts for the design & fabric team to make informed decisions on fabric selection by utilizing fabric spec sheets to gather data

Admin. Asst. to CCI/IRB | Beth Israel Deaconess Medical Center

JUNE 2011 - SEPTEMBER 2016 • BOSTON, MA

- Handled pre-review and data entry on research studies in iREX (medical e-database)
- Generated bi-weekly agendas for IRB administrator at Internal Review Board meetings with discussions surrounding the safety, ethical practice, and efficacy on human subject research

EMILYMLEE.COM

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EDUCATION

Massachusetts College of Art and Design

Departmental Honors • 2015

BFA in Fashion Design

MAY 2016

General Assembly

Certificate in UX Design

MAY 2021

SKILLS

User Research

Journey Mapping

User Flow

Sketching

Wireframing

Prototyping

Usability Testing

Storytelling

Visual Design

Digital Textile Design

Pattern-Making

Technical Design

Fabric Manipulation

Sewing/Construction

TOOLS

Figma

Adobe Illustrator

Adobe Photoshop

Maze

Miro

Slack

Asana

DEAR

Industrial Sewing Machinery

Sonobond SewMaster

Bemis Sewfree

LANGUAGES

English - Native

Cantonese - Intermediate