

# Jordan Takimoto

 [www.linkedin.com/in/jordan-takimoto-21ba46217](https://www.linkedin.com/in/jordan-takimoto-21ba46217)

 [jordantakimoto.com](http://jordantakimoto.com)

 [JordanTakimotoUX@gmail.com](mailto:JordanTakimotoUX@gmail.com)

## UX Designer

---

### SKILLS

Proficient in UX designs tools: **Figma**, **Adobe XD**, and **Marvel**. Proficient in **Microsoft Office** and **Gretl**. Knowledgeable in **WCAG** and accessibility remediation programs such as Adobe Acrobat Pro DC and Equidox. **Data analysis. Analytical problem solving.**

### EDUCATION

#### **Google UX Design Certification** — Online

March 2021 - August 2021

Completed Google's UX bootcamp. Using tools like Figma and Adobe XD, completed 3 portfolio projects for both mobile and web. Topics included UX research, wireframing, prototyping, usability tests, accessibility, and mockups.

#### **CSU Sacramento** — Economics major, Mass Communications minor

August 2013 - December 2016

Summa Cum Laude Honors. Graduated in 3.5 years with a 3.9 GPA.

### EXPERIENCE

#### **Department of Industrial Relations - Staff Services Analyst (October 2018-Present), Management Services Technician (October 2017-October 2018)**

Maintains OSIP's website ADA compliance by remediating PDF, Word, and Excel documents. Analyzes data and regulations in order to summarize information for management. Verifies, reviews, analyzes, and compares data submitted by self-insured employers. Works with the IT unit to provide analytical support to management. Works with management as the treasury custodian of all Certificates of Deposits and Securities held in trust by OSIP on behalf of the DIR Director. Serves as the liaison between the bank, self-insured employers, and OSIP for various monetary functions.

#### **Contractor's State License Board - Student Assistant**

September 2014 - December 2016

Responsible for encoding applicant information on the Teale computer system for contractor applications. Trained new personnel in the data entry process. Kept accurate workload statistics. Worked with staff of a variety of levels including supervisors, management, and IT programming staff.