

Monika Kolodziejczyk

UX/UI Designer

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SOFTWARE

Figma

Adobe Photoshop

Procreate

Adobe Lightroom

Miro

Fig Jam

Slack

Zoom

Notion

CRM Database

In the past also worked with Adobe Illustrator, Adobe InDesign, SketchUp, V-Ray, ArchiCad, AutoCad.

EDUCATION / COURSES

Digital Designer Course by Design Practice / Oct 2023 - Feb 2024

Google UX Design Course / 2022

UX Design Fundamentals Course / 2021

The Strzeminski Academy of Fine Arts, Lodz, Poland / Interior Design / 2016 / [Portfolio](#)

Versatile UX/UI designer with a design and sales background. Choosing the field of digital design is the sum of my experience and conclusions in which areas I find my best skills of creativity, design thinking, and empathy. My background as an Interior Designer and Business Specialist gives me a solid understanding of how to work with business needs and user-centered design, where functionality, purpose, and aesthetics play together in harmony.

SKILLS

Graphic Design & Photography

- Create visually appealing layouts and grid systems to enhance hierarchy and balance between text and imagery.
- Knowledge about typography and color palette rules.
- Editorial approach across projects to create mockups and high-fidelity wireframes with dedicated content.
- Photo creation skills.
- Edit, manipulate, color-correct photographs using photo-editing software such as Adobe Photoshop and Adobe Lightroom.

UX / UI Design

- Proven ability to conduct research and offer valuable insights.
- Understand and apply user experience guidelines (UX) into user interface design (UI).
- Develop user flows, sketches and wireframes.
- High proficiency in Figma to build projects with auto-layout, component variations and component properties.
- Create and execute design concepts within responsive apps and web space.
- Develop low-fidelity and high-fidelity wireframes.

Client & stakeholder management

- Collaborate effectively with stakeholders engaged in a project to deliver outcomes in different industries, i.e. cooperation with various stakeholders as an Interior Designer or managing recruitment processes between recruiters and clients as a Business Specialist.
- Develop client and business relationships.
- Conducting customer interviews.

Team Collaboration

- Outstanding communication skills (Polish, English)
- Proven ability to solve problems and propose solutions in order to meet client needs.
- Communicate ideas by prototypes, mock-ups, and conceptual drawings.

WORK EXPERIENCE

FREELANCE WORK / Melbourne, Australia / Jun 2024 - Now

UX / UI Designer

I have been collaborating with a senior Android developer on a project to create an app that enables corporate workers to effortlessly track their work-from-home hours for tax purposes. We are currently in the research and conceptual design phase, working towards developing a Minimum Viable Product.

XPLOR / Melbourne, Australia / Nov 2022

UX Design Intern

Xplor is an Australian company developing software for childcare centers, where I had an opportunity to participate in an internship. I have done a project on a communication tool for educators and parents. Based on delivered customer interviews, I conducted research to discover needs and pain points. In the next step, I proposed ideas through wireframing and prototyping activities. The final part of the internship was a presentation of a solution based on my research.

- Discover from secondary research
- Define pain points and proposing solutions
- User Journey Mapping
- Affinity Mapping
- Create User Flows
- Information Architecture
- Wireframing & Iteration
- Prototyping

SELF-EDUCATION / Melbourne, Australia / Mar 2022 - Now

UX / UI Designer

I have developed my skill set through various books, articles and completed courses like Digital Designer by Tom Biskup and Design Practice, Google UX Course or UX Design Fundamentals by Joe Natoli and many other designer sharing their expertise in field of UX/UI.

MY POLISH DELI / Melbourne, Australia / March 2021 - March 2022

Shop Assistant / Graphic Designer

My Polish Deli is a local store, located in South Melbourne Market, selling European food products and polish specials. Besides all the responsibilities of a shop assistant I used my design skill set and conducted brand redesign which includes:

- Defining new brand guidelines.
- Redesigning logo, packaging and signage.
- Creating graphics.
- Preparing printing materials.
- Stakeholder management.
- Coordinating realization.

PERSONAL SABBATICAL / Melbourne, Australia / Feb 2020 - March 2021

A month after moving to Australia, I had to face health challenges, which forced me to step back in my career development.

POWER MEDIA (IFIRMA SA) / Wroclaw, Poland / Apr 2018 - Dec 2019

Business Specialist

FIRMA SA (the owner of Power Media) is a Polish IT company developing a platform for online accounting. The company also specializes in IT recruitment services, where I had a role as a Business Specialist. My biggest achievement was a profit 2.5 times higher than the set goal.

- Build and update the company's CRM database.
- Work with KPIs.
- Take ownership of managing customer relationships.
- Manage appointments and teleconferences with existing and potential clients.
- Conducting interviews to define client's needs
- Negotiate and finalize terms of agreements.
- Cooperation with the HR Department and coordination of recruitment processes between our recruiters and clients.

GLOGOVSKA DESIGN / Wroclaw, Poland / Feb 2017 - Mar 2018

Junior Interior Designer / Personal Assistant /

Glogovska Design is a design studio focused on managing properties and interior design, where I had a role of a Personal Assistant and a Junior Interior Designer. I participated in a complex project of rebuilding and arranging a 130m² apartment in an antique building. After this project and restructuring company I started managing properties.

- 3D models and visualizations (SketchUp + V-ray, Adobe Photoshop).
- Prepare design and technical specifications (AutoCad, ArchiCad).
- Manage and coordinate with suppliers and trades persons for ordering, installation and quoting purposes for projects from start to completion.
- Buildings and flats inventory.
- Purchases and property styling.
- Manage long term and short term leases.