


MINDY CAITO


UX/UI DESIGNER

CONTACT

 (385) 626-8485

 mindycaita@gmail.com

 www.mindycaito.com

 Ewa Beach, HI

SKILLS

Figma

Wireframing

Prototyping

HTML

CSS

User Research

Interactive Design

Collaborative Teamwork

Adobe Suite

Responsive Design

LANGUAGE

English: Native Speaker

Spanish: Intermediate

VOLUNTEER WORK

Construction Project & Humanitarian Trip: Peru

2018

- Built a functioning school with a diverse team of international volunteers
- The project's daily responsibilities were rigorous and often physically demanding- ranging from hours of manual labor to other skilled and technical jobs over the course of an 8 hour work day.

English Au Pair Cultural Exchange: Spain

2019

- Tutored two girls up to 6 hours a day teaching them English, reading and grammar. Assisted the family in daily chores and cooking meals for their family 5 days a week. In exchange, I got to experience life in an authentic Catalan home and had the opportunity to learn more of the Spanish language in an immersive environment.

PROFILE

Highly motivated and creative UX Designer, with a passion for creating user friendly interfaces. Proven track record of delivering high quality work. Seeking opportunities to gain experience and cultivate additional knowledge and growth as a designer.

EDUCATION

University of Utah

UX/UI Design Program

Year of Completion: 2023

Layton High School

Graduated Summa Cum Laude

Year of Completion: 2019

WORK EXPERIENCE

Contract UI/UX Designer

HQ (BuiltbyHQ.com)

June 2024

- Collaborated with cross-functional teams, including developers, product managers, and stakeholders, to ensure cohesive and user-centered design solutions.
- Created and maintained design systems and style guides to ensure consistency across all digital products.
- Presented design concepts and solutions to clients and stakeholders, effectively communicating design rationale and user benefits.

UX Design Lead (Contract)

Women's Center of Hawaii

Feb 2024 - Current

- Spearheading the design and project scope for a law firm's digital empowerment initiative aimed at providing resources and support to victims of domestic abuse
- Collaborated with stakeholders to define project goals and user requirements, translating them into intuitive and engaging user experiences.
- Implementing digital solutions to promote inclusivity and trauma informed design decisions.
- Creating comprehensive wireframes and interactive prototypes, optimizing user journeys and interface interactions to elevate overall user experience and product usability

Freelance CMS Web Developer

Independent Client

Nov 2023 - Jan 2024

- Orchestrated end-to-end development of an art portfolio website using CMS tools, demonstrating proficiency in responsive and iterative design, wireframing, and prototyping.
- Streamlined website maintenance tasks for increased efficiency, reliability, and improved site functionality.
- Designed user-friendly websites with clear navigation and compelling visuals, improving user experiences.
- Implemented responsive design techniques, ensuring optimal viewing experience across various devices.

Hospitality Service Specialist

Grand America Hotel (2023)

- Provided exceptional customer service by promptly addressing guest inquiries and resolving issues to ensure a positive dining experience.
- Managed multiple tables and coordinated with kitchen staff to deliver food and beverages efficiently, maintaining a high level of guest satisfaction.
- Maintained a clean and organized work environment, adhering to health and safety standards to ensure a welcoming atmosphere for all patrons.
- Recommended menu items and specials, leading to increased guest satisfaction and repeat business.

Caretaker

Your Child's Nanny Agency

2020-Current

- Experienced nanny proficient in caring for infants, children of varying ages, and individuals with special needs and disabilities.
- Committed to fostering child development through empathy and patience, ensuring a safe, engaging, and inclusive environment.
- Exceptional multitasking skills encompassing routine management, meal preparation, and educational activity facilitation.