



Fernanda Urbano | UX/UI Designer
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fernandaurbano.com

Experience:

Hostess/Receptionist

La Jolla Country Club, La Jolla, CA

March 2024 – Present

- Manage inbound calls and emails, handling inquiries and reservations for dining and events.
- Coordinate and execute restaurant and event reservations, ensuring exceptional guest experiences.
- Develop and organize event layout diagrams, tailoring arrangements to meet client specifications.

Office Assistant

Cedars Enterprises, Yorba Linda, CA

November 2021 – March 2024

- Supported project operations by coordinating with subcontractors and managing job site logistics, including storage, portable toilets, and waste disposal.
- Conducted regular follow-ups, prepared proposals, and tracked all project documentation, ensuring compliance with requirements.
- Handled bookkeeping using QuickBooks, managed receipts, and maintained organized filing systems.
- Prepared and submitted permit requests, ensured timely document submission, and maintained office supplies and inventory.
- Held Notary Public certification, notarizing relevant project documents for internal use.

Education:

- Certificate of Achievement in Digital Media Arts and Design — Orange Coast College
Awarded: 2025, May | with plans to pursue a Bachelor's degree in the near future.

- Certificate of UX/UI Design — Coursera
Awarded: 2023, November

Skills:

Technical: Figma, Adobe X, Sketch, Invision, HTML/CSS

Design: Information Architecture, User Flow, Wireframing, Prototyping, User Research, Usability Testing, Design System, Responsive Web, App Design, Design for Accessibility