

www.melissajaen.com



## **Education**

### Master of Arts (MA)

Linguistics
Northeastern Illinois University

#### Master of Arts (MA)

Design

Barcelona School of Art & Design

### **Bachelors of Arts (BA)**

International Studies Loyola University Chicago

# Languages

English (Native)

Spanish (C1)

Dutch (B2)

Korean (B2)

# **Summary**

I'm a data-driven UX writer who enjoys simplifying complex concepts into easy, conversational language. I'm especially interested in fostering positive and productive writer / designer collaborations, and creating advocates for content-led design. Can I use Figma? Absolutely.

# **Experience**

## **Senior UX Content Designer**

iDeals (Remote, contract)

June 2023 – Present

I'm the first UX Writer on the iDeals Board product, which provides a secure virtual meeting room tailored to board meetings for Fortune 500 companies and more. We'll be ready to launch in September 2023.

### **Core Senior UX Writer — Growth Product**

Toptal (Remote)

May 2023 - Present

I work on client-facing marketing landing pages to improve conversion through close collaboration with marketing and creative strategy stakeholders, and advocating for data-driven UX writing.

- Creating consistent terminology across the client user journey
- Defining content-led processes on a product new to UX writing collaboration
- · Mentoring mid-level UX writing counterparts in writing, presentation, and advocacy skills

#### **UX Writer II**

Booking.com (Hybrid – Amsterdam, Netherlands)

January 2022 – Present

I led UX writing and content strategy for products that help connect properties with property management systems.

- Improving conversion on connectivity tooling for Booking's properties by more than 30%
- Reducing accidental disconnects by approximately 25%
- Establishing a content-first design culture across the product track
- Identifying content audit needs and creating a governing content strategy
- Collaborating with product teams to create and iterate on products and solutions that support our partners' business needs

## **Content Specialist, Product Support**

Figma (Remote)

February 2019 – January 2022

- · Led content design of the support team's internal knowledge base
- Collaborated cross-functionally with design, engineering, and marketing to regularly validate knowledge base content as new features roll out
- · Designed content for support team training curricula
- Crafted documentation to help the support team standardize its user-facing tone as it forms a part of Figma's brand voice



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# **Experience, continued**

#### **Freelance UX Writer**

Toptal (Remote, contract)
June 2019 – January 2022

I provided clear and helpful copy to guide users across a variety of products in an agency setting. Some of my roles and projects have included:

- · Content Designer for blockchain-based mobile wallet app with Arizona State University
- UX Writer Design Systems for telemedicine solutions with Babylon Health
- UX Writer for a COVID financial benefits verification platform with Steady Platform, Inc.
- · Content Designer for an eLearning platform with Prudential Asia

#### **UX Mentor**

Bloc / Thinkful (Remote) July 2017 – July 2021

- Mentored Designer Track apprentices in UX Design Fundamentals
- Met with up to 9 students weekly via video chat for 1:1s
- · Provided constructive feedback on student projects and case studies
- Answered tooling questions, taught best practices, and introduced research and testing methods

## **Product Designer**

ATTN: (Los Angeles, California) October 2017 – November 2018

- Established the UX Copy guide, which outlined the voice and tone of ATTN: product copy
- · Lead designer on TrueView, an internal prototyping tool for content creation teams
- · Co-designed the ATTN.com website to address the company's shift in target audience
- Helped establish a culture of user research by leading the internal personas project, which streamlined the Product team's processes in creating new products for internal stakeholders