

Jacqueline Kharouf

I am a UX writer who utilizes design thinking to craft user-centered content.

EXPERIENCE

Fanfare Magazine, Tenafly, NJ/Remote — *Web Editor*

JULY 2023 - PRESENT

- Parse html code and create pushtree to upload latest reviews and issues to the *Fanfare* Archive, the website for *Fanfare* Magazine
- Track and publish web advertisements, maintaining and communicating web sizing specifications to clients and advertisers
- Manage data for 1200 individual subscribers

Fanfare Magazine, Tenafly, NJ/Remote — *Reviewer*

JULY 2016 - PRESENT

- Listen to assigned classical music CDs or album downloads and write reviews of approximately 500-800 words
- Complete interviews with performers, composers, or collaborators for feature length pieces, 2000 to 3000 words

Tutor.com, Remote — *English Writing Tutor*

APRIL 2023 - JULY 2023

- Assist college, high school, or grade school age students with essays, English class projects, or other written assignments
- Offer students advice and guidance regarding Standard English grammar, punctuation, research formatting styles, works cited formatting, and other guidelines

Noble Energy Inc., Denver, CO — *Records Coordinator*

JANUARY 2013 - MARCH 2017

- Direct contractors to accomplish daily tasks in an accurate and orderly manner
- Process landwell and division order documentation for filing
- Attend weekly meetings with lead records coordinator and other records coordinators

EDUCATION

University of Denver, Denver, CO

UX/UI Certificate

MARCH 2024 - SEPTEMBER 2024

Vermont College of Fine Arts, Montpelier, VT

Master of Fine Arts, Creative Writing, Fiction

DECEMBER 2011 - JANUARY 2013

Regis University, Denver, CO

Bachelor of Arts, Writing

MAY 2004 - SEPTEMBER 2008

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SKILLS

- Narrative, creative writing
- User-centered content
- User experience research
- Interpersonal interviews
- Teamwork and collaboration
- Attention to detail

TOOLS

- Figma
- Microsoft Office Suite
- Visual Studio Code
- GitHub

UX PROJECTS

FamTrip — *Travel App*

- How can parents book better travel accommodations for themselves and their kids?

The Sound Room — *Collab App*

- How can musicians reach fans and collaborators all on one live streaming platform?

CVA — *Website Redesign*

- How can Colorado Voters for Animals, a local non-profit, raise awareness and keep supporters informed?

REFERENCES

Joel Flegler, Publisher, *Fanfare*

- (201)567-3908
- fanfaremag@aol.com

James A. Altena, Music Editor, *Fanfare*

- (215)676-9412
- fanfaremagazinereviews@gmail.com