

[First Last Name]

[City, State] | [email@example.com] | [Phone Number] | [LinkedIn URL] | [Portfolio/Website]

PROFESSIONAL SUMMARY

Experienced **Information Architect** specializing in designing intuitive, scalable content structures and navigation systems for complex digital ecosystems. Proven track record translating business objectives and user research into **enterprise IA frameworks, taxonomy models, and content governance standards**. Skilled in collaborating with UX, product, and engineering teams to harmonize information flows across web, mobile, and knowledge management platforms. Adept at using **user-centered design, card sorting, tree testing, and metadata strategy** to enhance findability, reduce cognitive load, and improve overall user experience.

PROFESSIONAL EXPERIENCE

[Lead Information Architect] | [Global Digital Agency]

[Month Year] – Present | [City, State]

- Architected a unified site structure, taxonomy, and navigation model for a [multi-brand enterprise website] with [5,000+ pages], improving content findability and reducing average task completion time by [30%] based on usability testing.
- Led cross-functional IA workshops with [UX designers, content strategists, product owners, and engineers] to define **content models, metadata schemas, and page templates** for migration to a new [CMS platform, e.g., Adobe Experience Manager or Sitecore].
- Implemented a scalable **governance framework** including labeling standards, content types, and navigation patterns, resulting in a [25%] reduction in redundant content and a [15%] decrease in support inquiries related to information findability.

[Information Architect] | [Enterprise Software Company]

[Month Year] – [Month Year] | [City, State]

- Designed the information architecture for a [B2B SaaS platform] including **hierarchical navigation, faceted search filters, and role-based content access**, contributing to a [20%] increase in user engagement and feature adoption.
- Conducted **card sorting, tree testing, and content inventory audits** using tools such as [Optimal Workshop] and [Miro] to validate labeling systems and menu structures, directly informing iterative IA refinements.
- Collaborated with UX and development teams to define **structured content models, data relationships, and taxonomy vocabularies** for integration with [knowledge base, help center, and in-app guidance], improving search success rates by [18%].

EDUCATION

[Master of Science in Information Architecture / Information Science] | [University Name]

[Month Year] – [Month Year] | [City, State]

- Relevant Coursework: **Information Architecture, UX Design, Metadata & Taxonomy, Human-Computer Interaction, Content Strategy**.
- Capstone: Designed a comprehensive IA and taxonomy framework for a [large public-facing website], including navigation, labeling system, and content governance guidelines.

[Bachelor of Arts in Communication / Human-Computer Interaction / Related Field] | [University Name]

[Month Year] – [Month Year] | [City, State]

- Activities: [UX/IA student group], [Information Science club], or [Relevant Association].

SKILLS

Information Architecture: Site mapping, navigation design, content modeling, taxonomy & ontology design, metadata strategy, labeling systems.

User Research & Testing: Card sorting, tree testing, task analysis, usability testing, heuristic evaluation, stakeholder interviews.

Tools & Platforms: [Optimal Workshop], [Miro / Figma], [Axure / Sketch], [Confluence], [SharePoint], [CMS platforms such as AEM, Sitecore, Drupal], [Analytics tools such as Google Analytics].

Content & Knowledge Management: Content inventory & audits, content governance, structured authoring, search optimization, knowledge base architecture.

Collaboration & Delivery: Agile/Scrum, design documentation, IA specifications, cross-functional workshops, stakeholder alignment.

Technical Understanding: Basic HTML/CSS, API & data model awareness, integration considerations for search and CMS, accessibility principles (WCAG).

Soft Skills: Systems thinking, clear communication, facilitation, stakeholder management, problem solving, attention to detail.

SELECTED PROJECTS

[Enterprise Knowledge Base Re-Architecture] | [Global Support Organization]

[Month Year] – [Month Year]

- Redesigned the information architecture and taxonomy for a [10,000+ article] knowledge base, introducing **faceted navigation, standardized metadata, and content types**, which improved search success and self-service resolution rates.

[E-commerce Navigation & Category Taxonomy] | [Retail Client]

[Month Year] – [Month Year]

- Developed a **product category hierarchy, filters, and labeling system** for an e-commerce website, informed by card sorting and analytics review, resulting in increased product discovery and reduced bounce rates on key category pages.