

KATHERINE (YANAN) SAUNG

Please contact me via [LinkedIn](#) for a **complete resume**

Professional Summary

A software engineer with a strong technical and legal background and a passion for coding. Possessing degrees in both engineering and sociology, bringing a diverse perspective and a deep understanding of societal implications in technology. Professional leadership skills expanded through team projects and securing roles in training and management. Ready to seize opportunities and eager to build and work on team projects. Detail-oriented, organized, and reliable with a passion to continuously develop coding skills in the health field, AI, and cybersecurity.

Technical Skills

Microsoft Office	GitHub	Node.js
Project Management Frontend	Debugging	MongoDB/Mongoose
Configuration	JavaScript	React
Backend Configuration	HTML	Redux
Git	Express	CSS

Education

Per Scholas, Full Stack Web Development, Certification in Full Stack Software Engineering

Successfully completed a 15-week course of 420+ hours intensive with expert-led instruction and hands-on learning of Software Engineering fundamentals and the industry's most in-demand technologies, emphasizing programmatic thinking and debugging.

Queens College, B.A. in Sociology - Alpha Kappa Delta- Honors Society International Sociology

New York City College of Technology, B.A. in Technology in Entertainment Technology

Queensborough Community College, A.A.S in Music Electronic Technology

Projects

[The Todo Application](#)

[Natural Disaster Tracking
Application](#)

[Web Game Application](#)

Experience

Law Office

- Weekly management and calendaring for over 300 scheduled Arbitration matters per month
- Regularly reviewed and prepared over 10 cases daily for Arbitration hearings
- Created policies and procedures to improve communication with the legal and technical department overseas
- Developed successful administrative strategies and goals to improve workflow of paralegals during weekly staff meetings

Law Office

- Conducted daily legal research and analysis while working closely with attorneys during trial preparation
- Completed daily drafts and final reviews of pleadings and interrogatories for court submissions
- Conducted weekly status updates of tasks with supervising attorneys
- Successfully prepared and submitted monthly budget expense reports of supervising attorneys

Law Office

- Drafted and reviewed daily briefings, motions, pleadings, conciliations, and interrogatories
- Thoroughly analyzed conditions and displayed strong analytical reasoning during weekly settlement negotiations and agreements
- Excelled in operational skills in performing daily administrative duties
- Facilitated developmental training of paralegals with effective and positive communications

American multinational technology company

- Daily management of online store and in-store inventory
- Daily shipment preparation of customer purchases online and in-store
- Led monthly Apple educational group workshops through interactive hands-on training with customers on the company's core software products in English and Chinese
- Provide daily technical support to the sales floor and assist with customer questions and concerns

University

- Successfully handled multiple projects to implement and update network security and accounts weekly and every three to six months
- Effectively performed daily routine system updates, inspection, and installation of equipment for recording studios and labs
- Excelled in training, leadership and mentorship in teaching faculty and students how to use software applications and hardware devices
- Audio Engineer for live recording sessions of university concerts and events throughout the semester

Awards and Acknowledgments

- *Americorps Jumpstart Alumni*
- *Student Mentorship Program at CUNY*