OLENA LEVITSKY

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SKILLS SUMMARY

Agile methodologies	**JavaScript**	**Redmine**
Bootstrap	**jQuery**	**Sass**
CoffeeScript	**JSON**	**SQL**
CSS	**Less**	**Stylus**
Filemaker	**Node.js**	**SVN**
Git	**NoSQL**	**User documentation**
HTML	**Perl**	**Vim**
Jade	**Project management**	**Volunteer management**

EMPLOYMENT HISTORY

Freelance Software Consultant – Jan 2014 to Present
Freelance web development and software consulting for several international organisations and individuals. Projects include (but are not limited to):

Glastonbridge Software Ltd
Produced a web portal application for a local law firm. In addition, I provide ongoing support to Glastonbridge as Project Manager.

readysaltedcode CIC
Created a responsive site for [arra]stre, a digital, data-driven dance performance that derives its movements and concepts from computer science theory. This involved streaming a live event on the site and embedding data visualisations via Codepen.

RC Production
Working closely with the designer, created a new responsive website from scratch for a film dubbing company based in Berlin.

CEO, Co-Founder, and Trainer – May 2014 to Present
she.codes
Co-founded a social coding school for women that addresses gender parity in tech. she.codes educates women and girls to create the next wave of skilled female programmers, and is currently developing a unique learning experience that focuses on best-practice coding skills, as well as the collaborative and social aspects of modern software development in distributed teams. In addition to development work with she.codes, I provide training sessions for individuals and small groups of women, teaching them the skills needed in the beginning stages of becoming a web developer (command line, ssh, pair programming, Git, HTML/CSS, JavaScript, history of technology, Scrum).

Software Developer and Trainer / Administrator – Jul 2013 to Dec 2013
CHILDREN 1ST, Edinburgh, UK
Implemented an event management system based on MS Access, created protocol documentation and provided training for Blackbaud's Fundraising Software Solution (Raiser's Edge), while supporting the Corporate & Events team in an administrative capacity.

Software Consultant / Corporate Development Manager – Jan 2013 to Apr 2013
Museums Galleries Scotland, Edinburgh, UK
Analysed workflows around a pre-existing spreadsheet-based data management approach and identified opportunities to greatly increase efficiency by automating tasks. Designed and implemented a grants monitoring system using FileMaker Pro, creating user documentation and providing in-depth training to the staff. Also acted as the key contact for the Board, providing support for all governance-related queries.

Software Developer / Administrator – Aug 2012 to Dec 2012
The Royal College of Surgeons of Edinburgh, Edinburgh, UK
Supported the Outreach Department by designing and implementing custom software to manage the annual Student Surgical Skills Competition using Microsoft Access.

Software Consultant / Volunteer Engagement Manager – Jul 2010 to Aug 2012
Marie Curie Cancer Care, Edinburgh, UK
Established systems to help recruit and manage volunteers and standardise departmental processes, which were rolled out nation-wide to include information on over 9,000 volunteers. Features like automated correspondence, volunteer time tracking and the creation of standardised advertisements ensured consistency across all regions. Created user documentation and travelled to satellite offices throughout the UK to provide software training to new users.

Executive Assistant – Nov 2008 to Mar 2009
Applied Analytics, San Francisco, California, USA
Applied Analytics develops software which analyses large data sets containing customer behaviour to mitigate risk in order for financial institutions to set loan rates and fees for borrowers. In this role, I worked as the assistant to the Managing Director.

Software Consultant / Executive Assistant – Jan 2008 to Jul 2008
Abbott Diabetes Care, Alameda, California, USA
After analysing information flow, I recommended employing software-assisted document management. I then designed and implemented it based on MS Access. I also provided executive support to multiple international directors

Network Administrator / Office Manager – Jan 2006 to Oct 2007
Bernal Heights Neighborhood Center, San Francisco, California, USA
Maintained the centre's website, held software training sessions, wrote technical manuals and was the general go-to person for any technical troubleshooting. I also provided office management support to the centre.

Senior Departmental Assistant – Feb 2004 to Aug 2005
New York Life Insurance Company, Addison, Texas, USA
Trained employees to use the Microsoft Office suite and wrote technical documentation, while also providing support to 40+ executives, accountants and lawyers.

PERSONAL DEVELOPMENT (UNPAID EXPERIENCE)

2013 – Volunteer Project Leader *(The Green Team – Edinburgh, UK)*
2011-2012 – North Edinburgh Group Coordinator *(Sustrans – Edinburgh, UK)*
2009-2012 – Producer / Musical Director *(Broken Holmes Productions – Edinburgh, UK)*
2010-2011 – Women's Network Convenor *(Scottish Green Party – Edinburgh, UK)*
2007-2008 – Volunteer / Founder *(Young Authors' Club – San Francisco, CA USA)*