

# DIANA M. JURGIELEWICZ

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Meticulous web developer with an imaginative mind and the ability to understand and communicate complex ideas. Combining a background in business and law with an excitement for creative exploration.

## EDUCATION

**Web Development Immersive**, General Assembly

March-June 2015

**Bachelor of Business Administration - Finance**, The College of William & Mary

May 2009

## TECHNICAL SKILLS

*Languages & Frameworks:* Ruby, Ruby on Rails, JavaScript, jQuery, HTML, CSS, Sinatra, backbone.js, JSON, AJAX

*Management & Deployment:* Git, Github, Heroku, Command Line

*Databases:* SQL, PostgreSQL

*Methodologies:* Agile/Scrum, Responsive Design, Test Driven Development

## WEB DEVELOPMENT EXPERIENCE

**Front End Developer**, Freelance

June-Present

→ *Wedding Website* - Worked with client to design and develop a single page site using Bootstrap and JQuery.

**Web Development Immersive Student**, General Assembly

March-June 2015

→ Full-stack web development program focused on common best practices in object-oriented programming, MVC frameworks, data modeling, and test-driven development. Developed a portfolio of projects to include:

- ◆ *Best Festies* - Developed a music festival app using backbone.js, Ruby on Rails, Google Maps API, and the Geocoder gem.
- ◆ *Tel.ly* - Built a Ruby on Rails app for tracking television shows with hand-rolled user authentication and CSS, using the Movie Database API.
- ◆ *Life* - Collaborated with developers and a UX designer to create a Ruby on Rails app for a USA Today Innovation Lab. Used the Devise gem and PostgreSQL.

## PROFESSIONAL EXPERIENCE

**Conflicts Coordinator**, Covington & Burling LLP

Feb. 2013-March 2015

- Managed multiple projects and deadlines on a daily basis and corresponded with departments and committees to ensure conflicts of interest were identified
- Served as the department point person for firm's implementation of ethical screening program
- Researched companies and individuals and determined their compliance with the firm's policies regarding foreign asset controls and financial transactions

**New Matter Intake Coordinator**, McKenna Long & Aldridge LLP

May 2011-Feb. 2013

- Communicated with lawyers and assisted in conflicts resolution
- Processed new business intake workflow and coordinated special projects
- Assisted the firm in successfully merging with another large firm

**New Matter Intake Assistant**, McKenna Long & Aldridge LLP

Nov. 2010-April 2011

- Made daily adjustments to client and matter information and statuses while following up with personnel as necessary to ensure accuracy

**Operations Specialist**, Etrade Financial

Aug. 2009-Oct. 2010

- Facilitated smooth transition to new operating system and produced training manual detailing procedures

## ACTIVITIES AND AFFILIATIONS

**Member**, Women Who Code

2015-Present

**Player**, USA Volleyball

2013-Present

**Volunteer**, William and Mary Alumni Association

2009-Present

**Assistant Coach**, X Club Volleyball

2011-2014