JENNA ANTILLA

SOFTWARE ENGINEER

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TECHNOLOGIES

Languages | Python, JavaScript (AJAX, JSON), HTML, CSS, SQL
Frameworks & Libraries | jQuery, Flask, Bootstrap, Jinja
Database & Industry Tools | PostgreSQL, Git, GitHub, Command Line
Software | Adobe Creative Cloud Suite, Asana, Zapier

PROJECTS

Prepper | Full-stack web app for emergency preparedness and important information organization
app.othecary | Full-stack web app for nutritional supplement research & customized routine creation
Goalz | Full-stack web app for personalized goal creation and management
Never Have I Ever | Terminal-based Python game with single & multiplayer options

WORK EXPERIENCE

Event Coordinator   **Aug 2016 – Nov 2019**
Asana, Inc. | San Francisco, CA
- Grew internal events into an organizationally-recognized program by defining policy, process, quarterly goals, success framework, and strategic roadmapping
- Automated task lists for a team of 8 people using event triggers and conditional logic, increasing overall clarity of responsibility & reducing time spent in weekly stakeholder meetings by 15%
- Served as Hackathon planning committee member, contributing to the promotion and execution of 5 company-wide Hackathon with 30-75 participants each
- Managed a large portfolio of over 50 annual events (20% increase from previous year), with attendance ranging from 15-500 and budgets between 2-6 figures

Office Manager & Executive Administrator   **Jan 2015 – Aug 2016**
Uphold, Inc. | San Francisco, CA
- Orchestrated special office events, including product launches
- Liaised with overseas engineering team to ensure effective communication of weekly product updates
- Directed complex and confidential affairs of 4 high-level executives, including CEO

Executive Assistant   **Jul 2014 – Jan 2015**
Xamarin, Inc. | San Francisco, CA
- Oversaw executive affairs of SVP Sales/Customer Success, managing complex calendar of 40+ weekly commitments

Family Support, Healthy Start Program   **Nov 2011 – Aug 2013**
YWCA Hawaii Island | Hilo, HI
- Supervised a caseload of 25 clients with direct outreach, curriculum development, reporting, & record keeping/audits

EDUCATION

Hackbright Academy | San Francisco, CA   **Dec 2019**
Software Engineering Fellowship

University of Hawaii | Hilo, HI   **May 2011**
BA, Anthropology - Highest Honors