

MICHAEL KHIDEKEL

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TECHNICAL SKILLS

LANGUAGES: Ruby, HTML, CSS, JavaScript

DATABASES: SQL, PostgreSQL

SOFTWARE/TOOLS: Rails, Git, GitHub, Rspec, Capybara

PROFESSIONAL EXPERIENCE

LAUNCH ACADEMY

Apprentice Ruby on Rails Developer

Boston, MA

May 2015 – July 2015

- Dog Selector: dogselector.herokuapp.com
 - Recommends a breed of dog based on user-provided answers to several questions.
 - Ruby on Rails web app with PostgreSQL database, Javascript and custom CSS.

LAW OFFICES OF YORAM NACHIMOVSKY

Paralegal

New York, NY

April 2013 – July 2013

- Assisted with Immigration Asylum and Personal Injury litigation work.
- Drafted letters and assembled relevant forms and documents to send to United States Citizenship & Immigration Service (USCIS) and automobile insurance companies.
- Completed and filed necessary forms for clients.
- Conducted legal and other research on issues relevant to current cases.

ERINNA BRODSKY LAW OFFICE

Paralegal

Brookline, MA

March 2012 – April 2013

- Assisted with Immigration and Criminal Defense legal work.
- Inquired with the United States Citizenship and Immigration Service (USCIS) about delays in processing clients' petitions for citizenship and permanent resident status, as well as errors of record.
- Completed and filed necessary client forms.
- Communicated with courts and other attorneys to request transcripts and files.
- Conducted English-Russian/Russian-English oral and documentary translations for clients.

OFFICE OF NYC PUBLIC ADVOCATE

Internship

New York, NY

September 2010 – December 2010

- Conducted intake interviews to ascertain constituent issues and direct each matter to a caseworker.
- Wrote summary statements for caseworkers, including steps previously taken to resolve the issue.

EDUCATION

BOSTON UNIVERSITY, Certificate in Paralegal Studies, 2011.

Boston, MA

PACE UNIVERSITY, B.A. Psychology, Minors in Criminal Justice, Russian Language, 2011.

New York, NY

- Accolades: Dean's List 2010, 2011; Medal for Outstanding Study of Russian Language; Founder & President, Pace University Chapter of ActiveMinds; Participant in 2011 Pace University Psychology Conference (Paper on Bystander Effect in Urban and Suburban Environments)

OTHER SKILLS

LANGUAGES: Russian (Native) - excellent oral and written translation abilities in personal, legal, and business contexts. English (Fluent) and French (Basic Knowledge).

COMPUTER: Extensive knowledge and experience of PACER/CaseMap; Westlaw Research; Excel; PowerPoint, Internet Research; Social Media Management

INTERESTS: Hiking, riding centuries, skiing, writing, debating, traveling, photography, tennis, and reading