

# Olena Penn

Web Developer

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## ABOUT ME

I am a web developer who strives for thoughtful, simple design for products that foster positive social impact. I enjoy facilitating conversation between different groups to connect and find common ground to solve problems! I am willing to help with any challenge in any capacity while maintaining a sense of humor.

## WEB DEVELOPMENT SKILLS

HTML5, CSS3, JS, Node.js, PostgreSQL, React, AngularJS, Ruby, Rails, MongoDB, GitHub, Heroku

## WEB DEVELOPMENT EXPERIENCE

General Assembly Web Development Immersive Fellow, Online February 2018 - Present  
Participated in a full-time immersive Web Development course, completing in-class projects, hackathons, and personal projects focused on real-world applications of web development principles and best practices.

- Portfolio Page, [www.olenapenn.com](http://www.olenapenn.com) May 2018
- React, Rails, and PostgreSQL solo project, [MoodyDiary](#) May 2018
- React, Rails, and PostgreSQL team project, [MoodMusic](#) April 2018
- MEAN stack team project, [GuitAWESOME](#) April 2018
- MEAN stack solo project, [SnackMap](#) March 2018
- HTML, CSS, JS solo project, [Charlie Brown Tic-Tac-Four](#) March 2018
- AT&T Hackathon, 2<sup>nd</sup> Best Overall Internet of Things, [FaceMoting](#) March 2018

## PROFESSIONAL EXPERIENCE

Cleary, Gottlieb, Steen, & Hamilton LLP, Docket Clerk, Washington, DC 2013-2017

- Implemented streamlined system to track rapid formation and activity of over 400 cases in multi-district litigation action.
- Standardized internal process for client business registrations abroad.
- Rectified pro-bono client asylum applications to agencies such as the DHS, USCIS, Board of Immigration Appeals, and the Arlington Immigration Court.
- Evaluated litigation timelines for business development pitches and client reports.
- Facilitated inter-departmental discussion to refine internal case document submission procedures.

Cleary, Gottlieb, Steen, & Hamilton LLP, Legal Assistant, Washington, DC 2011- 2013

- Proofread closing report for multi-million dollar Ginnie Mae Collateralized Loan Obligation deal agreement.
- Provided administrative support to partners and associates including coordinating meetings and travel arrangements, submitting expense reports, entering client billings, and proofreading documents.

American University Center for Asian Studies, Deputy Office Manager/Research Assistant, Washington, DC 2009-2011

- Updated and maintained organizational website.
- Managed logistics, materials, and publicity for annual international conference and monthly public forums.
- Reviewed and projected annual organizational budget and development expenditures.
- Cultivated intern program and interviewed candidates.

American University Office of Multicultural Affairs, Peer Educator Program Pilot, Washington, DC 2011-2012

- Mentored two multi-cultural freshman students regarding academic planning and adjustment to the college environment.
- Analyzed students' self-reported program experience to make qualitative improvements to the program.

## EDUCATION

General Assembly Online  
Web Development Immersive Remote Program

American University, School of International Service Washington, DC  
Bachelor of Arts, International Studies  
Minor in Chinese Language, Minor in Justice, Certificate of Asian Studies