# 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, PotgreSQL, 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                                                                                      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, 2nd 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