

Ryan P Smith

CONTACT

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📍 Santa Barbara, CA

SKILLS

WEB DEVELOPMENT: Ruby, Rails, JavaScript, jQuery, MEAN Stack, Git/GitHub, HTML/CSS, Bash, PostgreSQL

PROJECTS

HashRobot

HashRobot is an application which generates the most visible and used hashtags in a given category. Built with Rails, jQuery, Materialize CSS, and PostgreSQL. Hosted on Heroku.

WanderList

WanderList is an information service for people that are thinking of moving to a new city. It currently provides housing, demographic, and restaurant information to the user about a particular city. Built on the MEAN stack, hosted on Heroku.

Discovery Production Reports

Created a suite of Bash scripts to analyze incoming productions. Reports included the number of documents, pages, how much data, and a summary of what types of documents have been produced. Scripts exported in MySQL format for easy database loading.

Law Office of Daniel M. Shafer

Created and designed a website for a law office specializing in civil litigation, corporate, and entertainment law.

EDUCATION

General Assembly, Los Angeles, CA
Web Development Immersive 2015

UC Berkeley Extension, Berkeley, CA
Paralegal Certificate 2009

University of California, Santa Cruz, CA
Bachelor of Arts, Philosophy 2005

VOLUNTEERING

Partners In Education
Career Education Volunteer • November 2014 to Present

EMPLOYMENT

Web Developer

Freelance • May 2014 to Current

- Design and creation of a websites for various small businesses.
- JavaScript
- jQuery
- Bootstrap, Materialize CSS, and Skeleton CSS
- Manage client accounts with Google Analytics and Webmaster
- Site administration with AWS and cPanel
- SEO

Senior Litigation Paralegal

Bunsow De Mory Smith & Allison LLP • Apr 2013 to May 2014

- Maintained SQL Databases
- Created shell scripts for task automation
- Processed documents and generated productions via LAW PreDiscovery
- Analyzed document productions and created reports via custom shell scripts
- Managed network and computer setup at trial
- Trained employees on Concordance, LAW, and other review platforms

Litigation Paralegal

The Lanier Law Firm • Nov 2010 to Feb 2013

- Performed case management and litigation calendaring
- Managed document databases and generated reports via custom shell scripts
- Performed legal and factual research
- Performed document review and analysis
- Filed documents with federal, state, and administrative courts

Office Manager

EJS-Law • Jun 2005 to Oct 2010

- Drafted written discovery, pleadings, and correspondence
- Performed legal and factual research
- Filed documents with federal, state courts, and the USPTO
- Managed client trust accounts, expenses, payroll, A/R, and A/P with QuickBooks
- Designed, created, and managed company website and performed general IT support
- Managed the litigation calendar and performed general scheduling for two attorneys

Event Manager

The Mountain Winery • Feb 2001 to Aug 2007

- Managed the Chateau Deck Restaurant (140 Max Occupancy)
- Personally responsible for managing up to 20 employees
- Managed weddings and corporate events of up to 500 guests
- Implemented and managed wine program