

# Ryan P Smith

## CONTACT

✉ ryansmith05@gmail.com    **in** rysmith  
🌐 ryansmith.io    **🔗** rysmith  
☎ 408-438-3257  
📍 Los Angeles, 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