

Vadim Volovodovskiy

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WORK EXPERIENCE

General Assembly – New York, NY

Junior Full Stack Developer

September 2014 – Present

- Worked independently and in teams to build frontend and backend CRUD applications using HTML, Sinatra, PostgreSQL, Active Record and Ruby on Rails.
- Built dynamic single page web applications utilizing jQuery, Javascript, AJAX, and Backbone.
- Created, added, and committed projects to Github repository.
- Uploaded CRUD applications to Digital Ocean and Heroku.
- Styled CRUD applications by utilizing CSS and SASS.
- Engaged in Agile methodologies.

1st Glimpse Inc. – Brooklyn, NY

Owner/General Manager

September 2011 - Present

- Designed marketing campaign utilizing Search Engine Optimization techniques and Google Adwords.
- Updated company website using PHP and MySQL.
- Hired, trained, and supervised office staff.
- Created and organized employee schedules.
- Developed business policies and procedures.
- Created financial records to maintain performance quota from month to month.
- Held regular employee meetings.

Loeb & Loeb – New York, NY

Litigation Paralegal (Contract)

October 2010 –September 2011

- Reported directly to paralegal manager with various responsibilities that encompass timely and complex preparation of documents from discovery to trial.
- Searched and gathered responsive documents from Summation, Relativity, and Ringtail.
- Performed legal research on Westlaw.
- Assembled, organized, and prepared exhibits for court documents.
- Reviewed and prepared client documents in response to Securities and Exchange Commission subpoenas.
- Captured responsive data from various websites.

WilmerHale – New York, NY

Litigation Paralegal (Contract)

September 2010 – October 2010

- Searched and printed documents from Concordance, Krohl, and E-Discovery.
- Organized emails, financial statements, board minutes and other relevant documents for production.
- Created, organized, indexed, and updated legal binders with client documents.
- Organized, assembled, and prepared client documents for deposition.

Morvillo, Abramowitz, Grand, Iason, Anello, & Bohrer, P.C. – New York, NY

March 2007 – August 2009

Paralegal

- Created, organized, indexed and updated legal binders with pleadings, briefs, and correspondence.

- Searched and printed documents from Pacer, Concordance, Summation, and Iconect.
- Conducted legal research as needed under guidance of attorneys.
- Prepared correspondence and also proofread documents.
- Filed legal documents with federal and state courts.
- Worked on high document volume civil and criminal white-collar cases.
- Created table of contents, table of authority, Bluebacks, and Whitebacks for pleadings and briefs.

Viacom – New York, NY

October 2005 – February 2007

Legal Assistant (Contract)

- Reported directly to general counsel and worked to assist general council in legal department.
- Maintained computer database to organize and store legal information.
- Entered label, author, and publisher information into the database.
- Organized and arranged documents prior to the entry.
- Reviewed Excel spreadsheet documents and verified their relevancy to the assignment.

BDO Seidman- New York, NY

(October 2005- August 2006)

Legal Assistant (Contract)

- Assisted staff attorneys in preparation of a lawsuit
- Maintained and organized discovery related documents.
- Interfaced with council to provide them with key documents upon request.
- Provided inputs to management leaders on how to improve the audit process.

TECHNICAL SKILLS

Ruby, Ruby on Rails, jQuery, Javascript, HTML, CSS, SASS, PostgreSQL, MongoDB, Angular.js, Backbone.js, Express.js, PSQL, ActiveRecord, Concordance, Relativity, Ringtail, Ipro, Iconect, Pacer, Westlaw, LexisNexis, Summation, Krohl, E-Discovery, Windows 95/98/XP, Microsoft Word, Excel, Power Point, Front Page, Adobe Photoshop, Word Perfect, Snag-it, and Internet Explorer.

EDUCATION

Wagner College – Staten Island, NY

Bachelor of Science in Business Administration Concentration: Management

Graduated: May 2005 3.34 GPA

Honors: Dean's List (Spring & Fall semesters 2002)