
VIRGINIA GRACE LASH

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valash.github.io/new-portfolio/ [in linkedin.com/in/virginia-lash-9629a7a8/](https://www.linkedin.com/in/virginia-lash-9629a7a8/)

Software Engineer

Work experience

- 02/2018 - 11/2018 Admissions Coordinator
General Assembly
Served as the first point of contact for potential students interested in GA to understand their interest, routing them to the appropriate Admissions team member. Assisted students with questions about GA and upcoming workshops, courses, and immersive opportunities.
- 07/2017 - 11/2017 Account Manager
The BLUR App
Operated as the lead point of contact for all matters relating to my accounts, developed durable and long lasting relationships with my accounts, negotiated contracts and offers to maximize profit for both the account and BLUR, collaborated with the sales team to identify new accounts and new opportunities.
- 01/2017 - 07/2017 Executive Assistant to Co-President and VP of Casting
ITV Studios
Handled executives' schedules, answered phone calls, provided extensive calendar management for business and personal affairs of senior management; coordinated and scheduled internal and external video and audio conference calls, took detailed notes during meetings and distributed them company-wide, handled monthly expense reports, coordinated internal and external office events and provided support in a fast-paced environment.
- Summer 2016 Development /Casting Intern, Executive Assistant to CEO and SVP of Casting
Leftfield Pictures
Conducted research on casting assignments and reached out to potential talent via phone and email to discuss various projects and gauge interest to help screen candidates for casting. Pitched potential talent directly to SVP of Casting. Handled executives' calendars, answered phone calls, took messages, and alerted executives' to each upcoming event in their calendar. Provided extensive calendar management for business and personal affairs of senior management; coordinated and scheduled internal and external video and audio conference calls and provided support in a fast-paced environment.
- 01/2016 - 02/2016 Matchmaker / Analyst Intern
Modern Love Club
Led a project to design and launch a new company website. Sourced a developer and wrote website content: conducted extensive Internet and in-person research related to recruiting potential clients and matches. Held in-person interviews with clients and did online research to collect and analyze a nuanced data set to facilitate "matches."
- 01/2015 - Summer 2015 Operations Intern
Managed By Q
Successfully on-boarded and trained the new director of operations. Responsible for ordering and distributing all office supplies on a national level for offices located in New York, Chicago, and San Francisco. Worked with Head of HR to hire key personnel including Front End Engineers, Back End Engineers, Senior DevOps Engineer, and VP of Engineering.

Education

- 01/2019 - 04/2019 *General Assembly*
09/2013 - 04/2017 *HOLLINS UNIVERSITY*
FALL 2019 *UNIVERSITY COLLEGE LONDON*
2009 - 2013 *GEORGETOWN VISITATION PREPARATORY SCHOOL*

SKILLS

HTML, CSS, JavaScript, Express, React, Node.js, MongoDB, Git, Heroku, APIs, Bootstrap, Materialize, SASS/SCSS, Python, Microsoft Suite of Office products, Google Docs, Google Calendar, CRM Software, Evernote, Schedule management, Travel arrangement, Processing Telephone Calls and Requests, Expense reports.