

OLGA GELETINA

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NY, NY

EDUCATION

Harvard Graduate School of Design Cambridge, MA
Master in Design Studies, *Technology* Anticipated Completion, May 2018

General Assembly New York, NY
Part-time courses: JavaScript Development, Visual Design, Data Science, and User Experience Design October 2014 – July 2016

Baruch College, City University of New York New York, NY
Bachelor of Business Administration, *Magna cum laude* May 2013

Hochschule für Wirtschaft und Recht (Berlin School of Economics and Law) Berlin, Germany
Fall 2010

EXPERIENCE

Freelance Product Designer May 2016 to Present

Work with companies on unique web, user interface (UI), and front-end solutions
Select projects:

MoneyMio

- Created desktop and mobile layouts for the Check Tool and Debt Payoff Calculator
- Consulted on a number of brand elements such as: image selection, intuitiveness of interface states, and user flows

rabble

- Made rabble's first website using a combination of a Wordpress theme, HTML, and CSS

General Assembly

Data Analyst

New York, NY
April 2014 to May 2016

- Responded to data requests and analyses including SQL queries, light Python schema modifications, and Looker reports
- Constructed Business Intelligence dashboards for sales goals, space utilization, and marketing targets across the company
- Spearheaded systems migrations within Finance (Excel to Adaptive Insights) for headcount, cost of goods, and revenue forecasting models
- Managed a live dictionary of business definitions and the corresponding calculations

Ascent Contemporary Projects

Co-Founder/Product Lead

New York, NY
April 2013 to April 2016

- Curated 6 gallery exhibitions 2014-2015
- Selected as a top-ten finalist in the New York StartUP! 2013 Business Plan Competition
- Designed and built company website (ascentcontemporary.com) by altering the CSS, jQuery, and PHP of a Wordpress template
- Managed financial operations, comprising of budget analysis, sales projections, and preparation of financial statements
- Created promotional and branding materials (e.g. company logo, advertising collateral, email templates)

Artio Global (*presently known as Aberdeen Asset Management*)

Fixed Income Research Intern

New York, NY
August 2011 to May 2013

- Produced macroeconomic and policy research on domestic as well as international affairs
- Built Excel Macros to graphically illustrate portfolio holdings and market value positions of 100+ securities and market indicators

JPMorgan Chase

Investment Banking Intern

Moscow, Russia
January 2012

- Executed financial analysis, research, and pitch decks for acquisition and capital raising deals across industry sectors with regional Investment Banking team (based in Moscow)

Asset Management Finance Intern

New York, NY
February to August 2011

- Designed stress test scenario on hypothetical fluctuations in Equity, Liquidity and Fixed Income balances under EM, Recession, and Recovery assumptions
- Provided strategic reporting support to CFO of JPMorgan Asset Management

UBS

Wealth Management Intern

New York, NY
June to August 2010

- Assisted with private client portfolio advisory practices by providing research and technical analysis across various asset classes

ADDITIONAL EXPERTISE

- **Technical Skills:** Advanced in Microsoft Excel, PowerPoint, Access; SQL, Looker, Bloomberg, HTML, CSS, Wordpress, and Adobe Photoshop, Illustrator. Proficient in Axure, and Adobe Indesign, After Effects. Basic expertise in JavaScript, Python, and git
- **Languages:** Fluent Russian, vestiges of German and Spanish