

O. Weissflog

New York, NY
(503) 410-6618
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EDUCATION

Parsons School of Design

A.A.S. Communication Design

Expected December 2024

- GPA: 4.0

University of California, Los Angeles (UCLA)

B.A. Political Science, Mathematics Minor

June 2021

- GPA: 3.89, Magna Cum Laude

PORTFOLIO

Website: oliviaweissflog.com

EXPERIENCE

Mangan Louis, LLP New York, NY

Legal Assistant

May 2022 - April 2023

- Communicated with clients regarding appointments, case updates, and the acquisition of medical records
- Drafted responses to discovery demands and coordinated scheduling with opposing counsel
- Managed calendar, screened phone calls, and organized mail correspondence
- Conducted background research using public databases including court e-filing systems and corporate filings

Undergraduate Student Association Elections Board Los Angeles, CA

Investigations Committee Staff

October 2020 - May 2021

- Investigated validity of complaints against candidates in Undergraduate Student Association elections
- Collaborated with colleagues to determine rulings in cases involving violations of election code
- Drafted detailed notices of finding

Evitarus Los Angeles, CA

Research Intern

June 2020 - September 2020

- Compiled background research on ballot issues and candidates
- Drafted issue and data analysis for key findings presented to clients
- Used R scripts to analyze survey data from candidate race, ballot measure, and individual issue surveys
- Edited survey questionnaires and key findings presentations presented to clients

Bruin Democrats Los Angeles, CA

Assistant Director of Policy Research

January 2020 - June 2021

- Compiled and summarized research on various topics for club debaters and editorialists
- Prepared presentations on current political issues for weekly meetings to facilitate discussion with members

UCLA Department of Political Science Los Angeles, CA

Research Assistant

January 2020 - June 2020

- Compiled and analyzed over 30 scholarly articles for literature analysis
- Categorized survey response data to be analyzed in PhD candidate's dissertation
- Collaborated with other student research assistants to calibrate response categorization

SKILLS AND INTERESTS

- Computer: HTML, CSS, JavaScript, C++, R, Adobe Photoshop, Illustrator, InDesign, and Acrobat, Figma, Microsoft Office, Teams, SharePoint, Slack, Google Drive
- Languages: English, basic Mandarin Chinese
- Hobbies: Swimming, quilting, baking, painting, photography, ceramics, printmaking, reading