Melinda Hardin

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GitHub | Linkedin | Portfolio

Summary

Full-stack web developer with a background in case management and event design. Able to build a sophisticated website from front end to backend with meticulous organization which is appreciated in team projects. A quick study on new technologies.

Technical Skills

- HTML5
- CSS3
- Bootstrap
- JavaScript
- jQuery
- Node.js

- Firebase
- JSON
- AJAX
- API
- Command Line
- Git

- MySQL
- Express
- MongoDB
- Node
- Authentication

Work Experience

District Court Trustee's Office   04/2016-Present

Legal Support II/Paralegal   Olathe, KS

Primary responsibilities include preparing wage withholding order and enforcing orders pertaining to child support and alimony payments. Constructed template communications to expedite correspondence to maintain a clear transparency with all parties involved. Prepared inner office training materials as well as train new hires.

Office of Attorney General   03/2014-11/2015

Child Support Officer/Paralegal   Dallas, TX

Conducted detailed in-office investigations to locate parties. Utilized people locater programs such as CLEAR People Locator, Lexis Nexis Accurint and Google maps. Documented all case actions using agency tools such as the Texas Child Support Enforcement System (TXCSES).

Kahane & Associates   **11/2010-11/2013**
Paralegal   Plantation, FL

Updated firm's internal directory with Judicial requirements. Trained team members and new employees on internal scheduling system and process. Maintained and updated client communication databases with case status information.

Projects

- **Liri Node Bot**   **03/2018**
  A command line node app that takes in parameters and displays data. User enters commands; 'my-tweets' which displays my latest tweets, 'spotify-this-song' and 'movie-this' with a song or movie to search or 'do-what-it-says' which reads the txt file and performs that search.

- **Train Scheduler**   **02/2018**
  Uses Firebase to host the arrival and departure data. Retrieves and manipulates information with Moment.js. Website provides information about the train entered.

- **Crystal Collector**   **01/2018**
  An interactive game where the user selects a jewel and tries to get as close to the random number displayed without going over. Will dynamically display the wins and losses as the user plays.

Education
University of Kansas   **Kansas City, KS**
Graduate Certificate
Full-stack website development

Western Kentucky University   **Bowling Green, KY**
Bachelor of Science
Organizational Leadership

Sullivan University   **Louisville, KY**
Associate of Science
Paralegal Studies