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|  |  | **Experience**  **UNITE HERE HEALTH January 2013 - September 2020**  **Senior Paralegal (April 2019 – September 2020)**   * Responsible for upkeep of contract database including training of new employees/refresher trainings and communicating needs and issues to developers and testing changes for functionality * Creating and revising procedures for manually tracking and updating various information from Collective Bargaining Agreements   **Paralegal II (January 2013 – March 2019)**   * Review Collective Bargaining Agreements for compliance with Fund Minimum Standards and ERISA requirements * Complete contract reviews and share information with other Fund departments in a timely manner to ensure accurate implementation of contract terms and conditions   **Bone Collector, LLC – Paralegal December 2010 – December 2012**   * Managed Microsoft Access Database of License, Endorsement, and Television Agreements * Worked with IP Attorney to manage multiple Trademarks and pertinent filing dates associated with each   **Bone Collector, LLC – Inventory/Online Store Manager August 2010 – December 2012**   * Setup new items utilizing Microsoft Navision * Used the GS1 system to generate UPC barcodes for all new products and coordinate use of labels |
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|  |  | **Education**  **Coding Dojo                                                                                   June 2021 - September 2021**  Full-Stack Developer Certificate - MERN Full-Stack  **Chicago State University March 2011 – June 2011**  Certificate of Completion: Paralegal Studies  **Northern Illinois University August 2006 – August 2010**  Bachelor of Science in Political Science with an emphasis in Public Law |
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|  |  | Technical Skills  **Languages:** JavaScript, Python, HTML, CSS. **Framework/Libraries:** NodeJS, Express, React, jQuery, Mongoose. **Databases:** MongoDB, SQLite. **Version Control Systems:** Git, GitHub. **Deployment:** Amazon AWS EC  Extensive use with Microsoft Office Suite (Word, Outlook, Access, Excel, PowerPoint). |