

# CARLY PEYTON

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GitHub: <https://www.github.com/carlypeyton> | Portfolio: <https://carlypeyton.github.io>

## SUMMARY

Full Stack Web Developer with a background in environmental science and customer service, and life-long dedication to learning. Effective at combining creativity and problem solving to develop user-friendly applications. Known among colleagues for strong wit and attention to detail no matter the complexity of the project.

## TECHNICAL SKILLS

- JavaScript
- HTML5
- CSS3, Bootstrap, Handlebars
- MongoDB, Express, Node, React
- jQuery, APIs, AJAX
- MySQL

## EXPERIENCE

### Billing Manager

**Antone, Casagrande & Adwers, PC**

Dec 2019 – Present

Farmington Hills, MI

Managed monthly billing for all clients. Performed day-to-day financial transactions, including accounts receivable, bank transactions, account reconciliations, and attorney settlements.

### Legal Assistant

**Antone, Casagrande & Adwers, PC**

May 2019 – Dec 2019

Bloomfield Hills, MI

Drafted legal documents for high-profile birth injury malpractice cases. Ensured compliance with appropriate rules and deadlines. Managed calendar and coordinated all scheduling for multiple attorneys.

### Legal Assistant

**Antone, Casagrande & Adwers, PC**

May 2018 – May 2019

Farmington Hills, MI

Assisted in drafting and filing various immigration petitions and applications. Communicated with clients regarding pertinent case information. Performed recruitment for all legal and administrative staff.

## EDUCATION

**Full Stack Development Certification:** Michigan State University, East Lansing, MI

A 24-week intensive program focused on gaining technical programming skills.

**Bachelor of Science, Program in the Environment:** University of Michigan, Ann Arbor, MI

Awarded Haley Sperling Memorial Scholarship for academic achievement. Member of Program in the Environment Club. Overall GPA of 3.395.

## CERTIFICATIONS

**Teaching English as a Foreign Language Certification:** International TEFL Academy

**Rescue Diver:** Professional Association of Diving Instructors (PADI)