

Charity A. Cardinal

Web Developer

charityacardinal@gmail.com | (989)305-2922 |

[linkedin.com/in/charity-cardinal/](https://www.linkedin.com/in/charity-cardinal/) | github.com/charcard | charitycardinal.com |

University of Michigan graduate turned solutions-driven developer with a passion for clean UI. Excel at working with both clients and coworkers to develop creative solutions to complex problems.

EDUCATION

Grand Circus Front-End Bootcamp, Detroit, MI

April 2018 – June 2018

Worked with team of three on art museum and sandwich shop applications.

Eastern Michigan University, Ypsilanti, MI

Sept. 2015 – Feb. 2016

Master of Arts Program: History and Museum Studies

University of Michigan, Ann Arbor, MI

Sept. 2009 – May 2015

Literature Science and the Arts, Bachelor of Arts: History

TECHNICAL SKILLS

- JavaScript
- AngularJS
- jQuery
- HTML/CSS
- TDD
- NodeJS
- SQL/PostgreSQL
- Sass
- UX/UI Wireframing

PROFESSIONAL EXPERIENCE

Insurance Biller; Caregiver

March 2016 – June 2017

Mission Assessment & Personalized Services, Ann Arbor, MI

- Prepared, reviewed, transmitted, and followed up on unpaid claims, resulting in a 100% collection rate
- Maintained financial spreadsheets; submitted bi-monthly reports to communicate client data to therapist
- Developed and implemented health management and recovery plan for client as part of medical case management team
- Provided daily home healthcare, assisted with physical, cognitive, and occupational therapy orders resulting in improved physical well-being of client

Legal Assistant; Office Administrator

June 2015 – August 2015

Schnettler Glancy, PLC, Tawas City, MI

- Drafted and edited a variety of documents to clients, opposing counsel, Friend of the Court, and the courthouse; filed motions to ensure litigation progress
- Interviewed clients for intake; analyzed intake to identify legal claims
- Navigated Quickbooks for accounting and payroll; navigated Amicus software for billing and client file management, resulting in accurate bookkeeping and an efficient office

Customer Service Representative; Lifeguard

August 2013 – August 2014

Goldfish Swim School, Ann Arbor, MI

- Demonstrated superior communication skills by actively listening to, resolving, and tracking customer concerns and outcomes, resulting in increased customer satisfaction
- Managed over 2,000 accounts and patron scheduling, ensuring accurate data entry
- Enforced facility regulations and sustained patron safety, resulting in 0 accidents