CHALLIS REGAN

New York City, NY • (412) 491-8072 • challis.regan1@gmail.com • linkedin.com/in/challis-regan-9121a584
• github.com/cmr927 • cmr927.github.io/portfolio-website

SUMMARY

Dynamic and team-oriented Full-Stack Web Developer and Generative AI Data Trainer skilled in creative coding, debugging, and building scalable, user-centric applications, bolstered by certification in web development. Brings analytical rigor and human-centered thinking from a background in legal billing and sociology. Passionate about writing elegant, maintainable code that drives innovation and enhances user experience.

EDUCATION

CareerFoundry, Berlin, Germany (Remote), Full-Stack Web Development Certificate   2025
Northeastern University, Boston, MA, B.S. Sociology; Japanese minor   2016

SKILLS

HTML | CSS | JavaScript | TypeScript | Responsive Design | Bootstrap | jQuery | React | Angular | Node.js | JSON | API | AWS | MongoDB | FireBase | Python | Django | Git | TDD | Chrome DevTools | Postman | Android Studio | Android OS | iOS | Slack | Zoom | Trello | SCRUM | Agile | Google Workspace (G Suite) | Microsoft 365 (Office Suite) | eBillingHub | Elite Enterprise | 3E

WEB DEVELOPMENT PROJECT

Chot It Like It's Hot, Django Recipe App   04/2025

- Developed a recipe app built using Django, Python, SQLite, PostgreSQL, HTML, CSS, and Bootstrap. Users can create and modify recipes with ingredients, cooking time, and a difficulty parameter that is automatically calculated by the app. Users are able to search for recipes by their name and/or ingredients. View project here: shielded-badlands-21677-49d691812b2d.herokuapp.com/ View GitHub here: github.com/cmr927/recipe-app

WORK EXPERIENCE

Generative Artificial Intelligence Data Trainer (RLHF), DataAnnotation   02/2024 – Present
New York City, NY (Remote)
- Faces the challenge of enhancing AI conversational performance, crafts diverse, high-quality prompts across topics including software development, customer service, education, and creative writing, improving model adaptability and relevance.
- Evaluate AI-generated responses based on clarity, factual accuracy, tone, and helpfulness, providing structured feedback that contributes to iterative improvements in model behavior and alignment.
- Applies critical thinking and domain-specific knowledge to flag inconsistencies, bias, or hallucinations, helping refine AI outputs and improve trustworthiness.
- Maintains detailed documentation of test cases and evaluation criteria, enabling reproducibility and consistency across prompt-review cycles.
- Collaborats asynchronously with cross-functional teams to identify content gaps and emerging use cases, informing prompt strategy and training data refinement.

E-Billing Coordinator, Clark Hill PLC   01/2021 – 11/2022
Princeton, NJ (Remote)
- Faced with complex client billing systems across multiple platforms, set up and maintained eBilling accounts in eBillingHub and third-party portals, ensuring accurate rate approvals, accruals, and budgets, streamlining billing processes and reducing setup delays.

- Ensured compliance with client-specific billing terms by meticulously reviewing engagement letters and contracts, which led to a drop in invoice rejections.
- Resolved technical invoice submission issues by identifying root causes, troubleshooting software problems, and creating process documentation, leading to faster resolution of recurring errors and smoother workflow for the accounting team.
- Addressed invoice reductions by researching billing discrepancies and submitting detailed appeals, successfully recovering billable revenue.
- Collaborated cross-functionally with support teams, attorneys, and finance staff to identify and resolve eBilling issues, significantly improving turnaround time on invoice approvals.

Billing Specialist, Reed Smith LLP   08/2017 – 12/2020
Pittsburgh, PA
- Tasked with managing high-volume billing, generated and sent over 350 invoices monthly (valued at $1M+) using the 3E system, ensuring accuracy and timeliness that directly supported firm cash flow.
- Produced and delivered detailed financial reports for internal stakeholders and clients, improving transparency and enabling informed decision-making.
- Maintained organized billing databases, increasing the team's efficiency during audit cycles.
- Mitigated compliance risks by analyzing contracts and engagement letters to implement billing requirements and meet deadlines, reducing billing disputes.
- Handled the complete eBilling setup and maintenance process, including rate submissions and budget entries, which improved billing efficiency across multiple client accounts.
- Acted as the central point of contact between attorneys, client managers, and accounting, facilitating the swift resolution of billing issues and contributing to improved client satisfaction.

Temporary Accounting Assistant, Dentons Cohen & Grigsby   04/2017 – 08/2017
Pittsburgh, PA
- Supported a busy legal billing team by editing and preparing over 50 draft invoices monthly using Elite Enterprise, helping meet tight monthly deadlines.
- Maintained organized billing databases, increasing the team's efficiency during audit cycles.
- Liaised between attorneys and the accounting department to clarify invoice content and resolve discrepancies, reducing invoice revisions and speeding up the approval process.