

GRACE BUTLER

Denton, TX 76208

LinkedIn: <https://www.linkedin.com/in/grace-butler-834429188> | GitHub: <https://github.com/gbutler3> |
Portfolio: <https://gbutler3.github.io/Portfolio/index.html>

SUMMARY

Full Stack Web Developer with a background in various Healthcare settings, but the latest being in medical lab testing. Recently earned a certificate in Full Stack Development through Southern Methodist University where I developed skills in JavaScript, CSS, React, SQL and more. Known for effective communication, organization, and problem solving. I enjoy working on projects which allow for creativity, and solve everyday problems. I look forward to furthering the development of my skills while working as a member of your team.

TECHNICAL SKILLS

Languages: JavaScript ES6+, CSS3, HTML5, SQL, NoSQL

Applications: GitHub, MongoDB, MySQL, GraphQL

Tools: Express, React, Node, Handlebars, Query, Bootstrap, Tailwind

PROJECTS

CommunitySideKicks | <https://github.com/gbutler3/community-sidekicks> | <https://community-sidekicks.herokuapp.com/>

- A humanitarian website in which volunteers can sign up to donate time to organizations in search of people willing to do volunteer work. Non-profit organizations can create an account and see a list of volunteers, and volunteers can sign up to be viewed and vetted by organizations.
- Configured the routes, worked on the handlebars, and style of the layout of the application
- Handlebars, Express, MySQL, Github, Heroku

ORM E Purchasing and Spending | https://github.com/gbutler3/ORM_E_Purchasing_and_Spending

- Back end for an e-commerce site which is deployed in the command line
- Configured a working Express.js API to use Sequelize to interact with a MySQL database
- Express, MySQL, GitHub

Meeting Notes Taker | https://github.com/gbutler3/Meeting_Notes_Taker | <https://obscure-thicket-67236.herokuapp.com/>

- Note Taker that can be used to write and save notes
- Built backend of the application and connected it the front end of the application
- Express, GitHub, Heroku

Web APIs Code Quiz | https://github.com/gbutler3/Web_APIs_Code_Quiz | https://gbutler3.github.io/Web_APIs_Code_Quiz/

- Timed coding quiz with multiple-choice questions
- Built application which updates HTML and CSS dynamically and is powered by JavaScript code.
- HTML, CSS, JS, GitHub

RELATIVE EXPERIENCE

Onsite Coordinator

August 2021 - Present

Shyft6- Denton, Texas

- Coordinate with the project manager and 4 additional staffing agencies to onboard contracted employees
- Prepare and maintain employee schedules, time tracking, and time off requests through the When I Work staffing software for 300+ contractors
- Provide excellent customer service to resolve urgent scheduling needs for staff and clients

Compliance Specialist

June 2021 - August 2021

HealthTrackRx- Denton, Texas

- Conducted federal and state sanction screening and provided judgement regarding match validity for all employees, vendors, and providers to reduce risk for the company
- Administered process for receiving, documenting, tracking investigating and acting on all complaints concerning

- the organization's policies and procedures
- Performed ongoing compliance monitoring activities and assisted in identification, implementation and maintenance of the compliance program for the organization

Inside Sales Specialist

January 2021 - June 2021

HealthTrackRx- Denton, Texas

- Sourced, managed, and recorded hundreds of leads from outbound telephone sales. Contacted new customers to discuss how their needs could be met with specific products and services.
- Prioritized daily workflows, including all inbound calls, quotes, and sales-related inquiries.
- Advised customers regarding products, prices, and availability

Executive Administrative Assistant

March 2020 - January 2021

HealthTrackRx- Denton, Texas

- Provided direct administrative support to the executive team while managing calendars, travel arrangements, and other daily administrative tasks.
- Acted as a liaison between clients, vendors, and legal to ensure that contracts are drafted in a timely manner.
- Spearheaded the organization, planning, and logistics of 2 national sales training meetings for growing sales team of 50+ sales representatives
- Facilitated the implementation of Brainshark sales training with the Chief Sales Officer and the Chief of Commercial Operations for a team of 50+ sales representatives.

Front Desk Receptionist

September 2019 - January 2020

W.B. Carrell Memorial Clinic- Frisco, Texas

- Responsible for the revenue cycle for clinic and physical therapy patients, comprehending all types of insurances to properly bill and charge patients at the time of service depending on their deductibles, coinsurance rates, copayments, and self-pay rates.
- Guided the daily operations for a 3 physician and 3 physical therapist office, optimizing patient workflow to ensure an efficient clinic with an average of 100 patients per day.
- Managed patient schedules for 3 physical therapists to maximize volume while enhancing patient care and satisfaction.

Associate

April 2014 - May 2019

In-N-Out Burger- Dallas & Denton, Texas

- Provided exemplary customer service for an average of 700-1000 customers per shift.
- Frequently trained new employees and other associates working new positions.
- Properly sanitized work areas and prepped food while upholding the quality and cleanliness standards and Food Health Codes

Intern

Summer of 2013

UT Southwestern- Dallas, Texas

- Data organization of over 10,000 digital and physical files
- Gained extensive knowledge of Microsoft office, especially Word and Excel.

EDUCATION

Southern Methodist University, Dallas, TX

April 2021- October 2021

Certificate, Full Stack Web Development

- A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node Js, MySQL, MongoDB, Express, Handelbars.js & ReactJS.

Texas Woman's University, Denton, TX

Graduated: Summer 2019

Bachelor of Science in Health Studies

Summa Cum Laude

Benedictine College, Atchison, KS

2015 - 2017

Study abroad: Florence Italy, Fall 2016