

# Grace Butler

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## EXPERIENCE

### Frontend Developer

**Abra** **February 2022 - July 2024, Orlando, FL**

- Utilized React and Material UI to create dynamic and responsive user interfaces for 3 web portals: Admin Portal, Self Service Portal, and Talent Portal. Collaborated with a designer to translate Figma designs into functional and aesthetically pleasing web components to improve user satisfaction and engagement in a fast-paced startup environment.
- Optimized development and build processes by leveraging Vite to streamline development workflows and achieve faster build times across all three portals. Ensured efficient and scalable codebases, enhancing performance and maintainability.
- Managed CI/CD deployment pipelines by ensuring the configurations for all portals were functional and efficient, focusing on deploying applications to multiple environments, via Azure DevOps. Guaranteed reliable and consistent delivery of updates and new features.
- Fully created and developed Abra's in-house UI library by designing reusable components, resulting in significant time and cost savings across multiple projects, a critical efficiency for a growing startup.
- Contributed to the creation and maintenance of new features within the Abra mobile app for iOS and Android using Flutter, improving user experience and application performance.

### Systems Analyst / Developer

**Shyft6** **November 2021- February 2022, Orlando, FL**

- Improved internal hiring and onboarding processes by adding automation tasks within with Zoho Recruit and Zoho People.
- Created and developed COVID Tracking application used to track vaccination status for 300+ contract workers using deluge scripting and Zoho Creator.
- Gained experience with Zoho Books and Zoho CRM by implementing integrations with other platforms used within the business.

### MSP Onsite Coordinator

**Shyft6** **August - November 2021, Denton, Texas**

- Coordinated with the program manager and 4 additional staffing agencies to onboard contracted employees.
- Facilitated implementation of onboarding checklist to streamline the process, ensuring a consistent and efficient experience for all new hires. This included first-day orientation, building tours, workstation setup, and integration into team workflows and backend admin processes.
- Prepared, maintained, and updated employee schedules, monitored time tracking, and managed approvals for time off requests through the 'When I Work' staffing software for 300+ contractors.

### Compliance Specialist

**HealthTrackRx** **January - August 2021, Denton, TX**

- Conducted thorough federal and state sanction screenings, reviewed and verified match validity for all employees, vendors, and providers, significantly reducing company risk.
- Prepared, distributed, and prominently displayed compliance materials in high-traffic areas of the facility, ensuring widespread awareness and adherence to regulations.
- Performed continuous compliance monitoring activities, contributing to the identification, implementation, and maintenance of the organization's comprehensive compliance program.

### Executive Administrative Assistant

**HealthTrackRx** **March 2020 - January 2021, Denton, TX**

- Managed calendars, travel arrangements, and additional daily administrative tasks for the C-Suite.
- Oversaw the organization, planning, and logistics of 2 national sales training meetings for a growing sales team of 50+ sales representatives.
- Expedited the implementation of Brainshark sales training with the Chief Sales Officer and the Chief of Commercial Operations for a team of 50+ sales representatives.

### Medical Receptionist

**W.B. Carrell Memorial Clinic** **September 2019 - February 2020, Frisco, TX**

- 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.

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## EDUCATION

### Certificate, Full Stack Web Development

Southern Methodist University • Dallas, TX • 2020

### Bachelor of Science in Health Studies

Texas Woman's University • Denton, TX • 2019 • Summa Cum Laude

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## SKILLS

HTML, CSS, JavaScript, TypeScript, MaterialUI, TailwindCss, React, NEXT.js, Vite, Git, GitHub, AzureDevOps, Figma, Canva