

# Melissa Balino, MPA

## Full Stack Developer



Melissa Balino

[MBalino.DevSolutions@outlook.com](mailto:MBalino.DevSolutions@outlook.com)

Greater Kansas City Metropolitan Area

913-952-7225

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### TECHNICAL AND PROFESSIONAL SKILLS

**Front End:** HTML5, JavaScript, jQuery, jQueryUI, CSS3, Responsive/Mobile Web Development, Bootstrap, React

**Middle Tier:** C#, .NET Core MVC, LINQ, EF, Razor Pages

**Back End:** ADO.NET, SQL, SQL Server

**Tools:** Azure Data Studio, Visual Studio, Visual Studio Code, SSMS, Git Bash

**Professional Skills:** Troubleshooting, Critical Thinking, Communication, Project Management Fundamentals, Teamwork, Pair Programming

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### INDEPENDENT DEVELOPMENT PROJECTS

- **Personal Site:** [www.MelissaBalino.com](http://www.MelissaBalino.com)
- **StoreFront:** Created a secure application for managing product data. Application is built to simulate an online store front with a shopping cart. Administrators have the ability to manage product, category and vendor data.
- **S.A.T. Scheduling Administration Tool:** Created a secure application for managing product data. Application is built to simulate an online class scheduling system. Administrators will have the ability to manage students, courses, scheduled classes, and enrollments.

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### TECHNICAL TRAINING

**Full Stack Coding Program,** Centriq

Anticipated Graduation 10/2023

*Core Competencies:*

- .NET Core MVC Framework
- Troubleshooting & Debugging
- Source Control
- Agile/Scrum (Created Team Project)
- Website Deployment
- Pair Programming
- Code Review

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### EDUCATION

**Master of Public Administration**

Graduated 12/2018

*Emphasis: Healthcare Management*

University of Missouri- Kansas City

**Bachelor of Health Sciences**

Graduated 05/2016

University of Missouri-Kansas City

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## **PROFESSIONAL EXPERIENCE**

### **Benefits Administrator**

05/2021 – 02/2023

City of Independence, MO

- Daily administration and oversight of the City's Total Rewards program supporting 2,000+ active employees' and retirees' benefits (health, dental, vision, LTD, life, section 125 plans, COBRA, retirement, deferred compensation, EAP, and voluntary benefits) and administration of the Family Medical Leave Act (FMLA) program for the City.
- Main point-of-contact for troubleshooting HRIS issues as pertaining to benefits/payroll.
- Interacted with vendors, insurance providers, employees, and retirees regarding benefit plan interpretation, eligibility, changes, enrollments, and plan design matters.
- Awarded Employee of the Month (July 2021).

### **Human Resources Generalist**

09/2019 – 05/2021

City of Independence, MO

- Daily administration and operation of the City's recruitment and full-cycle hiring processes.
- Administered and facilitated all steps of the recruitment process including:
  - Reviewing job descriptions and distributing job postings
  - Utilizing the HRIS system to enter, update, and retrieve information
  - Corresponding with hiring managers and internal/external candidates
  - Conducting pre-employment testing and background checks
  - New hire paperwork/onboarding
  - Administering E-verify program requirements
- Served as City's liaison to the Mid-America Regional Council's Eastern Jackson County Shared Services Initiative.

### **Human Resources Assistant/Analyst**

06/2018 – 02/2019

City of Independence, MO

- Analyzed HR data and made recommendations relevant to budget, policy, process improvement, job classifications, and special projects as assigned.
- Assisted with HRIS system implementation by validating existing HR data.
- Managed and maintained HR budget; handled invoice payments and purchasing card reconciliation for day-to-day HR operations, employee services, and 3<sup>rd</sup> party services for the City.
- Main point-of-contact for all HR-related inquiries from internal and external customers.