MEL MEALEY

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LinkedIn: [/mel-mealey](#) GitHub: [/melmealey](#)
Portfolio: https://beautiful-genie-5cc59e.netlify.app/

SUMMARY

Newly certified Full-stack web developer eager to continue learning and building in industry. Earned a certificate in Full-Stack Web Development from the University of North Carolina-Chapel Hill. Innovative problem-solver who is passionate about developing apps with a focus on mobile-first design and development. Strengths in organization, time-management, creativity, teamwork, communication, and attention to detail. With a can-do attitude and willing to learn new things -a great asset on any team.

TECHNICAL SKILLS

Front-end tech: HTML, CSS, JavaScript, React, jQuery, Bootstrap, Object-Oriented Programming

Back-end tech: Node.js, Express.js, MySQL, Object-Relational Mapping, Model-View Controller, NoSQL, MongoDB, Mongoose, Handlebars

Other: Web-APi's (RESTful), Third-Party APi's, Server-side APi's

RELATED EXPERIENCE

MediMinder:
https://github.com/cspecialblackberry/MediMinder-App
https://mediminder-e3e3cf63329a.herokuapp.com/

- *Summary:* Medication tracking app which allows users to input which medications they are using, how often they take them, and keep track of when doses are missed.
- *Role:* One of four in this group project. See Github for details.
- *Tools:* HTML, CSS, JavaScript, handlebars

React-Portfolio:
github.com/melmealey/REACT-Portfolio
https://beautiful-genie-5cc59e.netlify.app/

- *Summary:* Single-page application sharing about me, a few work projects, my resume and a working contact form.
- *Role:* Sole author
- *Tools:* HTML, CSS, JavaScript, React

Weather-Dashboard:
https://github.com/melmealey/Weather-Dashboard
https://melmealey.github.io/Weather-Dashboard/

- *Summary:* Weather app that provides current weather and will also store previous city searches for easy access /quick future searching
- *Role:* Sole author
- *Tools:* HTML, CSS, JavaScript, jQuery, API, Bootstrap

EXPERIENCE

Front Desk/ Admin   Jan 2024 – June 2024
Preston Corners Pediatric Dentistry   Cary, NC

- As the primary point-of-contact for patients, organization and attention to detail played a vital role daily in handling check-ins, phone inquiries, appointment scheduling and rescheduling, payment processing, and updating insurance information.

Office Manager   Chapel Hill, NC
Prudent Growth Operations, LLC   Sept. 2021 - May 2023

- Enhanced revenue flow by diligently collecting and accurately recording monthly rent payments across a diverse portfolio of 60+ properties using Appfolio software, ensuring financial stability and growth.
- Spearheaded meticulous organization and maintenance of vital records encompassing taxes, insurance, banking details, and correspondence for multiple properties. This systematic approach ensured seamless access to critical information, facilitating informed decision-making and mitigating risks.
- Developed comprehensive documentation of standard operating procedures (SOPs), serving as invaluable resources for future training and onboarding initiatives. By institutionalizing best practices, empowered colleagues to excel in their roles and uphold organizational excellence.

Independent Sales Consultant/Sales Leader
Norwex   Sept. 2015 - Dec. 2021

- Successfully grew a team of nearly 40 women passionate about sharing Norwex eco-friendly products
- Strengthened communication and interpersonal skills to communicate effectively to team members across multiple organizational levels
- Learned new software platforms to grow my business including *Project Broadcast, Photofy* and *Sqweee*

EDUCATION

University North Carolina- Chapel Hill   **edX**
Full-Stack Web Development Certificate   May 2024

Accelerated program focused on independent coding and team project-management skills in technologies including HTML, CSS, JavaScript, api's, Express.js, MongoDB, Handlebars, React, Node.js, MySQL and NoSQL databases, MERN & Git/Github

Brigham Young University   **Provo, UT**
BS with emphasis in Recreation Management and Youth Leadership   Dec. 2004