MIKE MEDRANO
FULL-STACK DEVELOPER

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SUMMARY

As a current Student enrolled at UCSD Extension in a Full-Stack Web Developer Bootcamp I want to expand and utilize my skills with the ability to be considered for opportunities as a Junior Developer as I continue building my knowledge and skillset

SKILLS

- HTML
- CSS
- JavaScript
- jQuery
- Web, Third-Party, & Server-Side APIs
- NodeJS
- GitHub
- Heroku

EMPLOYMENT EXPERIENCE

LEGAL ASSISTANT/SECRETARY | SIEGEL MORENO & STETTLER, APC, SAN DIEGO, CA
AUGUST 2020 - CURRENT

- Prepare and analyze various legal documents for court filings, hearings, and trials.
- Transcribe and format Attorney dictation for correspondence to all parties.
- Utilize case management software (MERUS) for all case related items.
- Calendar Management for Partner Attorney
- Daily professional communication with clients, opposing counsels, paralegals, and court clerks
- Stay current with updated Workers' Compensation procedures

ADMINISTRATIVE ASSISTANT | RANDSTAD/SINGLETON LAW FIRM, SAN DIEGO, CA
MAY 2020 – AUGUST 2020

- Conduct client interviews to support plaintiffs for a class action civil lawsuit.
- Administers questionnaires and collects plaintiffs for a class action civil lawsuit
- Comfortable with handling sensitive and confidential personal injury information
- Applies strong time management and client service skills
- Other administrative duties include data entry, correspondence, records keeping, filling, organizing, mailers

EDUCATION

UCSD Extension: Coding Boot Camp
UCSD Extension| La Jolla, CA, 92023| Expected Grad 11/2021

Medical Assistant Certificated
Pima Medical Institute| Chula Vista, CA |2002

Southwest High School: Diploma
San Diego, CA| Class of 2000

PROJECTS

Collaborative: Random Food and Drink Generator
The indecisiveness of picking a place to eat is easier with the use of a random food and drink generator. API driven app designed to provide random food and drink based on preference (vegan; non-alcohol).
Live Link: https://imoranmo.github.io/What-are-we-having/

Collaborative: Local Vendors Online Marketplace
When COVID-19 put our entire world on lockdown, corporate stores we relied upon when no longer a source for consumers. Focused on shopping locally, this app would support local vendors who participate in Farmer's Markets if the world were locked down again.
Heroku Site: https://obscure-reef-30952.herokuapp.com/

LINKS

PORTFOLIO WEBSITE: https://mgmedrano.github.io/MedranoPortfolio/

https://github.com/mgmedrano

www.linkedin.com/in/mgmedrano