

Misty Griffin

Front End Developer (HTML, CSS, JavaScript)

Carrollton, TX 75006

mistyrgriffin@gmail.com

- My portfolio is available at <http://www.MistyRGriffin.com>
- Three successful years of website/database development and management at 3M
- Focused and detail-oriented to achieve maximum accuracy in coding and problem-solving
- Fast learner with superior interpersonal, communication, and collaboration skills to foster productive relationships with team members, clients, and customers

Authorized to work in the US for any employer

Work Experience

Front End Developer (Freelance)

Self-Employed Freelancer - Carrollton, TX

June 2021 to Present

Create quality web apps and sites using HTML5, CSS, JavaScript, and other tools and resources, as needed.

Educator (English Language Arts and Reading)

Leander ISD, Killeen ISD, Irving ISD, and Carrollton-Farmers Branch ISD - Texas

2006 to 2020

Proofread, revised, and edited various projects, essays, and texts; developed detailed lesson plans and accommodations; engaged in virtual and traditional instruction.

Achievements:

- Department supervisor and mentor for new teachers
- Presenter for D.P.V.I.L.S. National Digital Coach Conferences
- Collaborated with members of the rock band, Hoobastank, to create a memorable poetry lesson
- Honored by Killeen ISD Ellison High School graduating seniors as "teacher having made the most positive impact on students' lives."

Data Coordinator

Activant Solutions, Inc. - Austin, TX

2004 to 2005

Database management and interpretation of source documents and data files into machine-readable formats; analyze, research, and enter data to create reliable and cost-efficient end products.

Database and Website Administrator

3M - Austin, TX

1999 to 2003

Website content editing and management; database development and implementation for IT department and other departments, as needed; administrative duties.

Education

Bachelor of Arts in Liberal Arts (Major: French / Minor: Japanese)

University of Texas - Austin, TX

2004

Skills

- Google Suite
- Writing Skills
- Google Docs
- Social Media Management
- Social Media Monitoring
- Proofreading
- Revising
- Editing
- Database Administration
- Website Management
- Microsoft Office
- Database Development
- JavaScript
- HTML5
- CSS
- SCSS
- User Interface (UI)
- Web Development
- Front-End Development
- Adobe XD
- User Experience (UX)
- GitHub
- Python

Languages

- English - Expert
- French - Intermediate
- Japanese - Intermediate

Links

<http://www.MistyRGriffin.com>

<https://github.com/mistyrgriffin>

Certifications and Licenses

Apple Teacher Certification

Google Educator Certification

Teacher Certification (English Language Arts and Reading 4-8)

Teacher Certification (English as a Second Language ESL Supplemental EC-12)

Teacher Certification (Special Education EC-12)

Assessments

Proofreading — Expert

August 2020

Proofreading written texts.

Full results: [Expert](#)

Administrative Assistant/Receptionist — Expert

August 2020

Using basic scheduling and organizational skills in an office setting.

Full results: [Expert](#)

Attention to Detail — Expert

August 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Expert](#)

Supervisory skills: Motivating & assessing employees — Expert

March 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Expert](#)

Written communication — Expert

April 2021

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Expert](#)

Creating presentations with Microsoft PowerPoint — Expert

March 2021

Knowledge of Microsoft PowerPoint tools and features

Full results: [Expert](#)

Data entry: Attention to detail — Expert

July 2020

Maintaining data integrity by detecting errors

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.