Melissa Ward

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Portfolio: https://mw18.github.io/portfolio1/ | **LinkedIn:** www.linkedin.com/in/melissa-ward-147a5911b

SUMMARY

Corporate Legal Assistant with 5+ years supporting attorneys looking to leverage my detail oriented skill set as a Software Engineer. My strong communication skills and experience editing, formatting, and comparing lengthy legal documents gives me an edge to quickly read and understand code, documentation, and maintain the scope of projects.

TECHNICAL SKILLS

- **Languages:** CSS3, HTML5, JavaScript
- **Databases:** MySQL, MongoDB
- **Tools:** Git and Heroku
- **Other:** RestfulAPIs, React.js, Node.js, Express.js, Agile practices, functional wireframing

PROJECTS

IMOK | https://github.com/girl-power-5/coffee-and-llamas | https://imok-squad.herokuapp.com/
Summary: I AM OK! IMOK is a full stack personal safety application which systematically protects users through community action.
Languages: MongoDB, Express, React.js, Node.js, Javascript

Keep on Giftin' | https://github.com/girl-power-5/ubiquitous-giggle | https://keep-on-giftin.herokuapp.com/
Summary: This application allows you to create a personal account where you will be able to keep track of events and holidays that certain friends and family celebrate, so that you can plan to give a gift to that person.
Languages: JavaScript, Handlebars, CSS, Bcryptjs v2.4.3, Express, Passport, Node.js Sequelize v6.4.0, MySQL, Heroku

EXPERIENCE

Golan Christie Taglia LLP | Chicago, IL   **Hybrid Paralegal, April 2018 - Present**
Accomplishments:
- Created fifty-seven form documents to streamline daily tasks and processesses
- Enhanced firm productivity by promoting and maintaining organized records for all information and material pertinent to open matters in the electronic database
- Piloted an estate planning review initiative to create thirty-six billable hours for the corporate team

Responsibilities:
- Organize and prioritize the demanding caseloads of five attorneys
- Coordinate interviews, create job descriptions, and manage job boards and postings for new hires
- Develop and manage Corporate Team workflows to increase Firm efficiency
- Process and distribute monthly invoices to over 360 clients
- Coordinate and execute all social and professional events for the corporate team
- Draft, revise, and analyze corporate governance documents including stock certificates, operating agreements, and incorporation packets

Disparti Law Group, P. A. | Chicago, IL   **Case Manager, Sept. 2017 - April 2018**
Accomplishments:
- Negotiated and resolved medical liens in compliance with the Illinois Health Care Services Lien Act saving clients 53% of their initial bill
- Negotiated demand packages with claims adjusters saving firm resources from avoidable litigation

Responsibilities:
- Assisted attorneys in the drafting and e-filing of legal documents, correspondence, and demand packages
- Supported case preparation for court appearances, hearings, depositions, trials, and meetings
- Organized client correspondence, prepared mailing and handled high call volume
- Collected, arranged, and preserved evidence and other useful documents required for legal proceedings

Disparti Law Group, P. A. | Chicago, IL   **Medical Record Specialist, Feb. 2017- Aug. 2017**
Accomplishments:
- Established and implemented the employee onboarding processes for all new case managers and lien specialists
- Led a multi-state initiative to reduce departmental backlog by 97%

Responsibilities:
- Compiled and maintained clients' medical records while ensuring compliance with HIPAA regulation
- Processed a high volume of internal and external communications, including email and mail
- Served as a liaison between clients, medical providers and attorneys
- Maintained a caseload of up to 400 clients

EDUCATION

Northwestern University, *Certificate in Full Stack Web Development*   March 2021
A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Node Js, MySQL, MongoDB, Express, Handelbars.js & ReactJS.

Illinois State University, *Bachelor of Arts, Political Science*   May 2016

Stendhal University, *French CEFR, B2*   July 2015