Melissa Ward

Chicago, IL | Phone: (708) 717-7038 | Email: melissaward953@gmail.com **| GitHub:** https://github.com/mw18
Portfolio: https://mw18.github.io/portfolio1/ **| LinkedIn:** www.linkedin.com/in/melissa-ward-147a5911b

SUMMARY

Full stack engineer with experience evaluating user stories, creating wireframes, and collaborating cross functionally with project managers and development teams to identify the appropriate technical approach to execute a successful project. Experience with reusable components and leveraging design patterns. The ability to work collaboratively with exceptional communication skills. The ability to learn new languages and technologies quickly.

TECHNICAL SKILLS

- **Languages:** CSS3, HTML5, JavaScript
- **Databases:** MySQL, MongoDB
- **Tools:** Git and Heroku, RESTful APIs, Bootstrap, MaterialUI
- **Other:** React.js, Node.js, Agile practices, unit testing

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, 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

Code for Chicago | Chicago, IL   **Frontend Engineer/ Civic Technologist, July 2021 - Present**
Responsibilities:
- Implement user-facing features and components using React.js.
- Build reusable components and front-end libraries for future use
- Translate designs and wireframes into high quality code.

Golan Christie Taglia LLP | Chicago, IL   **Hybrid Paralegal, April 2018 - July 2021**
Accomplishments:
- Created fifty-seven form documents to streamline daily tasks and processsesses
- 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 an extra thirty-six billable hours for the corporate team

Responsibilities:
- Organized and prioritized the demanding caseloads of five attorneys to manage Corporate Team workflows to increase Firm efficiency
- Processed and distributed monthly invoices to over 360 clients
- Drafted, revised, and analyzed corporate governance documents (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

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
- Maintained a caseload of up to 400 clients and where I served as a liaison between clients, medical providers and attorneys

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