

# **TAMARA N. DUSENBURY**

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As a full stack web developer with a background in the legal field, my aim is to revolutionize the way websites and software platforms engage with end-users. Equipped with the UC Berkeley Full Stack Web Development Certificate, I bring a unique perspective to bridge the gap between law and technology. By leveraging my expertise in JavaScript, CSS, HTML, SQL, NoSQL, and various other technical skills, I strive to create innovative and user-centric solutions. With a keen understanding of the legal landscape and a passion for cutting-edge web development, I am poised to deliver exceptional user experiences and drive positive change in the digital realm.

## **TECHNICAL SKILLS**

JavaScript, Cascading Style Sheets (CSS), HTML, SQL, NoSQL, GitHub, Mongoose ORM, MongoDB, MySQL, Express Sessions, React, Node.js, Handlebars, jQuery, Bootstrap, bcrypt, Heroku, Insomnia, indexDB, Web API, Server Side API, Third Party API, REST APIs, JSON Web Token (JWT), Sequelize ORM, JSX, Webpack, Agile Methodologies, Apollo GraphQL

## **EMPLOYMENT AND EXPERIENCE OVERVIEW**

### **Disclosure Specialist, August 2021 to May 2022, Watermark Home Loans, Irvine, CA**

- Utilized technology to verify, prepare, and deliver initial upfront disclosures for purchases and refinances of both conventional and Veterans Administration loans.
- Verified loan files for completeness, accuracy, and compliance prior to delivery of disclosure within three days of the application date to meet Federal Regulations.
- Leveraged technology for the efficient preparation and delivery of re-disclosures, updating information in response to changes in circumstances such as loan amount adjustments, initial or re-locking of loan for interest rate changes, and program modifications.
- Identified and addressed issues, fostering collaboration and communication among various departments.
- Established comprehensive documentation for position procedures, enhancing training workflows and mitigating errors.

### **Substitute Teacher, January 2020 to August 2021, Chico Unified School District, Chico, CA**

- Utilized a combination of teacher notes and technology to ensure comprehensive instruction across all grade levels.

**Seasonal Assistant, March 2020 to June 2020, Helena Agri-Enterprises, LLC, Chico, CA**

- Provide inventory and ordering support to active sales team and local farmers by phone and in person during active growing season.
- Accurately enter orders and delivery instructions into company-specific computer system.
- Communicate immediate inventory issues to Inventory Manager.
- Complete audit requirements as requested by main office.
- Prepare and mail monthly invoices to customers.
- Perform filing, copying, collating, faxing, and emailing tasks as required.

**Independent Contractor Paralegal, December 2016 to February 2019**

**Paralegal, April 2012 to December 2016,**

**Kroloff, Belcher, Smart, Perry & Christopherson, Stockton, CA**

- Prepare/draft various legal documents and correspondence.
- Explain Probate statutes and rules to clients in writing and in person.
- Screen calls for the attorneys and handle client appointments.
- Draft Probate accountings (including calculating attorney fees), reconcile clients' checkbooks in Probate matters, and compile client's assets for estate planning or trust inventory.
- Collaborate with local banks and other local institutions on behalf of the firm's clients.
- Assist in client interviews for trust administrations, estate planning, and conservatorships.
- Work with various Water Districts, including creating and posting agendas, taking and transcribing meeting minutes, calendaring and preparing annual assessments and budgets, and completing and filing mandated documents to the state and county.
- Conduct legal research as needed.
- Organize physical and digital files and perform various clerical duties to keep all files current, including analyzing, categorizing, summarizing, and indexing.

**Workroom Coordinator, August 2010 to April 2012,**

**Kroloff, Belcher, Smart, Perry & Christopherson, Stockton, CA**

- Maintain and distribute office supplies and workstations.
- Coordinate repair services for office equipment.
- Collaborate with various vendors, including requesting and presenting bids for new contracts.
- Prepare multi-step copy and filing projects.
- Answer multi-line phone as needed.
- Utilize various computer programs, including Word, Excel, Outlook, and proprietary legal programs.

## **EDUCATION, TRAINING, AND CERTIFICATES**

- UC Berkeley Full Stack Web Development Certificate (2023)
- Humphrey's College, Stockton, CA Paralegal Certificate (2011)
- California State University East Bay, Hayward, CA Liberal Studies, History (2009)

## **VOLUNTEER AND LEADERSHIP**

- Boy Scouts of America, Troop 2 Chico, Member & Chair August 2018 to Current