



Paige Ballard

Front End Developer

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Summary

Detail-oriented professional with 10 years of experience in the tech industry, transitioning into front-end development. Strong user-first mindset and communication skills, complemented by hands-on training in HTML, CSS, JavaScript, and Git. Proven track record in managing cross-functional projects and implementing process improvements. Committed to leveraging technical skills to create engaging and accessible web applications.

Experience

Project Coordinator, WebPros

March 2020 – October 2023 | Houston, TX

- Managed multiple concurrent projects using Jira and Monday.com to ensure timely delivery.
- Collaborated with project managers to update timelines and address blockers.
- Maintained internal company wiki through Confluence to enhance knowledge sharing.
- Utilized Git and SQL to update employee directory, team structures, and office locations.

Event Coordinator, WebPros

February 2018 – March 2020 | Houston, TX

- Planned WebPros' annual conferences, including hotel scouting and vendor negotiations.
- Coordinated legal contracts to ensure compliance and mitigate risks.
- Managed travel logistics and budgets for employees and partners.
- Worked with marketing on branding through event swag and booth design.

Executive Assistant to the VP, Cpanel

November 2016 – February 2018 | Houston, TX

- Streamlined calendar and travel coordination for VP and department leads.
- Conducted cost analyses to inform training investments.
- Coordinated travel and events for visiting partners.

Office Manager, Cpanel

May 2015 – November 2016 | Houston, TX

- Developed and maintained systems for mail handling and break room inventory.

Managed vendor relationships and budgets supporting 250 employees.

Oversaw procurement processes to ensure timely delivery.

Skills

JavaScript, Node.js, HTML/CSS

Version control with Git

Project management, Scrum, Agile

SQL and database management

Confluence, Jira, Monday.com

Effective communication and cross-team collaboration

Education & Training

DigitalCrafts – Software Development Bootcamp

Nielsen Norman Group – UX Certificate

Scrum Alliance – Scrum Master