

I am a highly motivated Junior Web Developer with a strong passion for learning, actively seeking a rewarding career opportunity to leverage recent education and certificate courses in front end-web development. Having recently relocated to New Zealand, I am fueled by a strong desire to contribute to the thriving tech industry after gaining valuable experiences from my schooling and an enriching travel journey through Southeast Asia. I am eagerly seeking a full-time opportunity to collaborate with industry professionals and make significant contributions to innovative web projects. I am confident in my ability to offer your company a unique combination of dedication, creativity, and passion.

## Education

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Full Stack Web Development  
ROBERSTON COLLEGE

## Certifications

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Web Development  
Responsive Web Development  
React Web Development  
Introduction to Coding  
SHECODES

## Technologies

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HTML	GitHub
CSS	Bootstrap
JavaScript	Responsive
React	SEO
API	Figma

## Contact Info

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## Soft Skills

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Communication	Approachable
Collaboration	Active Listener
Continuous Learner	Emotional Intelligence
Adaptability	Critical Thinker

## Recent Work Experience

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### **Village of Warfield – Senior Administrative Assistant • 2021-2022**

- Maintained front end code and created engaging and informative web content on the municipality website.
- Prepared and wrote official documents, including bylaws, council minutes, and council agendas.
- Utilized payroll technology systems to efficiently process employees payroll, ensuring accurate and timely payment.
- Performed meticulous data entry tasks, accurately inputting, and updating employee and community member information
- Maintained a high level of organization, capable of managing multiple tasks and deadlines simultaneously.

### **School District Kootenay Columbia – RECE • 2020 – 2021**

- Utilized imaginative and unique themes, concepts, or topics to spark children's curiosity and interest in the learning process.
- Knowledge of appropriate technology tools, applications and digital resources that aligned with the school's education standards and goals.
- Comprehensive understanding of child development theories, instructional methodologies, and curriculum frameworks.
- Demonstrated a high level of adaptability by working at multiple schools including both elementary and high school levels.

### **Village of Pemberton – Administrative Assistant • 2019 – 2020**

- Proficiency in financial and accounting software systems to accurately process payments, invoices, and grants.
- Used scheduling software to efficiently manage staff calendars, schedule meetings, and coordinate appointments.
- Accurately sorted, prioritized, and distributed correspondence to the appropriate departments or individuals promptly.
- Strong problem-solving skills and the ability to adapt to changing circumstances or urgent requests.