

APRIL WEBB

JAVASCRIPT DEVELOPER



(813) 503-4492



aewebb89@gmail.com



Tampa, FL



[april-webb](#)



[Github](#)

SKILLS

- Collaborative problem-solving
- Highly detail-oriented & organized
- Ability to prioritize & multitask
- Project management
- Outstanding time-management skills
- Cross-Functional Collaboration
- Client Relations
- Ability to grasp new concepts quickly
- Flexible, dedicated team player
- Exceptional communication skills
- Proficient in Spanish

TECHNOLOGY

- JavaScript
- React.js
- Node.js
- MongoDB
- PostgreSQL
- Express.js
- HTML5, CSS3
- Bootstrap
- AngularJS
- Git
- Github
- Microsoft Office Suite
- Google Workspace

EDUCATION

The Complete Web Development Bootcamp
[Udemy](#)

LC101: Intro to Professional Web Development
[LaunchCode Education](#)

Bachelor of Arts, Spanish
[University of South Florida](#)

WORK EXPERIENCE

McKinsey & Company

Engagement Services Coordinator | August 2022 - March 2023

- Recognized as a top performer, successfully managing 6.1% of total requests received while accounting for only 4% of team service line and concurrently contributing to team requests.
- Pioneered the use of several programs and databases including Snowflake, Salesforce/ClientLink, RocketReach, and Amperity, mentoring colleagues on how to effectively navigate these systems.
- Led a strategic initiative to ensure and maintain data accuracy in a large-scale client database, meticulously identifying and addressing duplicate/erroneous entries and updating client information.
- Provided prompt and integrated services to Partners and client service teams, knowledgeable in accurately fulfilling requests: researched potential clients, helped navigate functions and processes within organization and assisted with origination of client engagements.
- Coordinated between client teams and Firm functions to connect colleagues and Firm resources to client teams and Partners, following through to ensure deliverables were received within a 48-hour window.
- Monitored continuous compliance with service, data quality standards, requirements, local guidelines and firm policies.

Partner Relief Executive Assistant | February 2021 - July 2022

Executive Assistant | July 2016 - December 2019

- Identified early for *promotion* to Partner Relief Executive Assistant (EA); recruited to participate in West Coast Partner Program.
- Coached new hires and mentored less tenured colleagues, serving as a resource guiding them in best practices and procedures.
- Consistently provided high level coverage support to Partners, Senior Partners, and Senior Firm Service Professionals (FSP): organized and strategically managed complex calendars for Partners, adapting to different working styles and pivoting from planned to unplanned assignments with little notice.
- Oversaw event planning and logistics for execution of major projects, conferences and off-site meetings.
- Established a Firm channel for colleagues with a shared interest, frequently arranging and hosting connectivity events for members.

Odessa Christian School

Teacher | August 2013 - July 2016

- Created seven to ten detailed lesson plans each week to identify and meet objectives.
- Managed multiple classrooms of K-12 students: designed and implemented creative strategies daily to help students achieve success.