

Courtney C Webster

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Belcamp, MD | Open to Relocation | Open to Remote

Office manager turned web developer with a love of sharing knowledge and using it to help teams create unique and unified solutions on tasks and projects. Passionately learning and applying new skills with old to create organized, successful and comprehensive code.

SKILLS

JavaScript | HTML | CSS | node.js | React | React Native | jQuery | Angular | TypeScript | Bootstrap
Firestore | mongoDB | Photoshop | Git | Full-Stack | Frontend | Backend | Management | Training

PROJECTS

Pirate MyFlix, Angular App

CareerFoundry Project

9/2022

- Created Angular application using created API for creating favorite lists of pirate movies
- Written in Typescript and designed with Angular Material
- Users can create a log in by registering, browse movies by genre and director, and add to a list

WORK EXPERIENCE

Rick Gerety & Associates

Office Manager/ Personal Insurance Advisor

12/2019 - present

- Leads group discussions in how to handle agency protocols in regards to Error and Emissions exposures
- Responsible for daily office activities such as filing management and supply ordering
- Serves clients in regards to questions on their personal lines insurance needs via telephone, email and in person, increasing overall customer retention for agency
- Writes policies such as personal auto, homeowners, umbrella and boat insurance tailored to fit the individual needs of new and current clients
- Trains employees on use and navigation of various insurance carrier agent portals to service customers and write personal lines insurance, better servicing customers in a timely, effective fashion

American Insurance & Financial Services

Insurance Agent

12/2012 – 12/2019

- Responsible for servicing client with questions about personal lines insurance policies
- Cross-sold various personal lines insurance policies for both current and new customers, helping customer retention
- Trained new employees on office protocol, procedures and computer programs
- Handled troubleshooting various desktop errors for fellow agents and server connection for agency
- Assisted agency's IT team in creating new network system for agency with both physically building the topology and setting up operating systems

McDonald's

Assistant Manager

12/2008 – 12/2012

- Managed crew members of 8+ during 8 hour shifts in servicing customers professional and friendly service
- Trained new crew members restaurant protocols and procedures for food preparation and food safety
- Handled customer interactions via telephone and in person in regards to any concerns of service or quality

EDUCATION

CareerFoundry

Full Stack Web Development Course

2/2022 – 10/2022

Harford Community College

General Studies / Associates Degree

8/2012