# Courtney C Webster

Portfolio | GitHub | LinkedIn | 410-459-6449 | ccweb29@gmail.com
*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

## 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
- 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

**Lowe's Home Improvement**
*Part-Time Paint Associate Level IV*                                          *3/2016 – 1/2022*
- Serviced customers by recommending various paint products to suit the needs of their project
- Ran and maintained paint equipment such as shakers and paint tints
- Kept both Paint and Home Décor departments cleaned and stocked with inventory

**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
- 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
- Handled bank deposits and cashier tills
- 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*                                          *8/2012*
Associates