JOHANNES VAN WOERKOM
New York, NY 10075 | 305.905.3265
Johannesvw3@gmail.com
GitHub: github.com/johannesvw3

EDUCATION

CareerFoundry Web Development Program   Graduation: 2022

Student

- Full-stack Web development bootcamp with an immersive and rigorous software development training.
- Course included coding projects in HTML, CSS, vanilla Javascript, JQuery, React.js, Redux, Node.js.
- Program course also integrated building a RESTful API, Web server Frameworks, Relational & Non-Relational Databases.

Bachelor of Arts, English   Graduation: 2018

Suffolk University, Boston, MA
Dean's Scholarship, Concentration: Creative Writing, Minor: Philosophy

PROFESSIONAL EXPERIENCE

Boston University   Online/Remote

Application Reader   Dec 2021-Present

- Manage and update computerized prospective student database, application paperwork, and follow-up documentation
- Calculate prospective student's academic rigor and application writing samples to determine candidacy of admission to a university program.
- Attend weekly meetings to determine best procedure to review incoming applications.

WE Johnson   Online/Remote

Freelance Project Manager   Nov 2021-Present

- Brainstorm website reconstruction and re-brand as UX/UI designer and Figma/Webflow software specialist
- Act as a strategy consultant to improve web-ad pend based on site traffic data and analytics
- Manage independent contractors, coordinate with outsourced web developers, and set progress goals to meet company deadlines

Berkeley College   New York, NY

Administrative Assistant   Jan 2020-July 2020

After making a quick transition into the admissions department, I spearheaded efforts to decrease the amount of time it takes students to be admitted by 1 week by contacting high schools directly to obtain necessary documents and analyzed applications based on policies that differed across campuses and state lines.

- Implemented weekly activity report to track the progress of High School and Adult admissions departments at seven campuses; this data was later used to set quarterly goals for admissions departments and track enrollment progress.
- Coordinated with the registrar, student accounts, and financial aid departments on document procurement to decrease average length of time between application submission and registration from 1.5 week to 4 days.
- Was preemptively trained to review transcripts and evaluate transfer credit to determine the acceptance of certain credits and increase the student acceptance rate by 25% at both the NYC, Brooklyn, and Online campuses.