

Adrianna Merl R. Ravelaz

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Seeking an entry level position within information technology where my education, qualifications, and acquired skills will be showcased and utilized to best improve the company's overall performance.

EDUCATION

San Francisco State University

San Francisco, CA

Bachelor's of Science in Business, Concentration in Information Systems

Expected Grad. May 2021

- **Relevant Coursework:** Information Systems for Management, Building Business Applications, Information Systems Analysis & Design, Managing Enterprise Data, Managing Enterprise Networks, Project Management, Business Process Management, Business Intelligence
- **Clubs & Organizations:** Alpha Kappa Psi Business Fraternity, Ascend, Information Management Systems Association, Marketing Association, Pilipino American Collegiate Endeavor

Ohlone College

Fremont, CA

Certificate of Achievement in Business Analytics & Cybersecurity

Expected Grad. August 2021

- **Relevant Coursework:** Introduction to SQL, Data Analytics, Cloud Security Fundamentals, Ethical Hacking

NPower

San Jose, CA

Information Technology Fundamentals (Attaining CompTIA Tech Fundamentals & A+)

Expected Grad. August 2021

WORK EXPERIENCE

EntHire

San Francisco, CA

Product Sales Intern

December 2020 - February 2021

- Collaborated with sales representatives to design and maintain the sales plan to get negotiations
- Proactively seeked prospective new accounts and opportunities in the market to get funding for the startup
- Contact new and existing clients to discuss their needs and how it can be met with the services offered

KoJa Kitchen

San Francisco, CA

Line Cook & Cashier

July 2019 - April 2020

- Mastered the point-of-service (POS) computer system for automated order taking to make transactions quick and accurate to exceed customer expectations
- Devised strategic marketing and sales plans to improve revenues and profitability
- Emphasize excellent customer service; creating new ways of communicating with customers to have the best dine in experience

LEADERSHIP EXPERIENCE

Kampus Group Consulting

Remote

Vice President of Talent Acquisition

December 2020 - Present

- Contact and conduct interviews for qualified potential consultants to make the organization more inclusive, diverse and diligent
- Devise local and national recruiting strategies that grew the number of consultants from 40 to 70 the first month

Alpha Kappa Psi

San Francisco, CA

Vice President of Alumni Relations

December 2020 - Present

- Spearhead the creation of a database system for alumni contact information for members to use to communicate
- Presented project management skills by delegating tasks to execute deliverables - two digital media newsletters and develop marketing for the fraternity's 10 year anniversary

Director of Marketing

September 2020 - November 2020

- Developed digital marketing projects and maximized given project time to be punctual for the deadline
- Designed workflow and content calendar to continually improve marketing strategies throughout the semester

SKILLS

- **Operating Systems:** Windows 10/8.1/7/Vista, Mac OS, Android OS
- **Hardware:** RAM, Motherboards, Hard Drives, Laptops, Routers, Switches, Network Devices
- **Cloud Computing:** Amazon Web Services, Microsoft Azure, Google Cloud Platform
- **Programming Languages:** Visual Basic, XML/HTML, CSS, C++, C#, Java, JavaScript, Python, PHP, SQL, Oracle
- **Maintenance:** Computer assembly and disassembly, formatting hard drives, operating system installations, data backup and troubleshooting
- **Networks and Protocols:** LAN/WAN, Ethernet, WiFi, TCP/IP, IPv4, IPv6
- **Microsoft Office:** Excel, Word, PowerPoint, Outlook, One Drive, Project