Manuel Ramirez - Software Engineer

EDUCATION

Cal State Fullerton   **May, 2019**
B.S. Health Science (emphasis in health promotion and disease prevention)

Oregon State University   **Expected Graduation: Winter, 2025**
B.S. Computer Science

<u>Relevant coursework</u>: Data Structures and Algorithms, Web Development, Analysis of Algorithms, Web Development, Assembly Language & Computer Architecture, Computer Networks, Databases, Software Engineering I & II, Operating Systems

SKILLS & INTERESTS

- **Languages:** Python, Javascript, HTML, CSS, C, SQL
- **Technologies**: Flask, Express.js, Node.js, React, MongoDB, MySQL, Git, Jira
- **Skills:** Agile methodologies, time management, data entry, bilingual (Spanish/English), customer service and outreach, conflict resolution, quality assurance, Microsoft Office, Figma, problem solving
- **Interests:** hiking, weightlifting, reading, archery

Volunteer Experience

- **American Red Cross Donor Ambassador**

WORK EXPERIENCE

Certified Medical Assistant   **Jul. 2017– Present**

Core responsibilities - I have provided excellent client care and service while upholding company values and maintaining client confidentiality as a CMA working in various clinical specialties. These specialties include: Urgent care, Family Medicine, Gastroenterology, and Concierge Medicine.

Clerical duties - Data entry, record management, inventory management, client outreach, workflow management, incoming call and message triaging.

Restaurant Closing Manager   **May. 2014 – Jul. 2017**

Core responsibilities - I provided excellent customer service and upheld company values while also managing a small team of people. Training and onboarding new team members. Employee timesheet and workflow management.

Clerical duties - Data entry, record management, inventory management