

Nathan Andrey Ramirez

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WORK EXPERIENCE

Okta Precious Group of Companies

Davao City

Law firm Assistant

- Handle client inquiries and direct them to the appropriate personnel.
- Organize and maintain electronic and physical files

Okta Precious Group of Companies

Davao City

Data Entry Clerk

- Input data from various sources into computer databases, spreadsheets, or other specified formats.
- Verify data by comparing it to source documents.

Hi-Tech Builder Inc.

Davao, City

BPO

- Outbound calling
- Communicated to potential clients and introduced the services to them

EXPERIENCE

Ateneo de Davao University

Davao City

Web Development

Mar 2024 - Apr 2024

- Created a portfolio showcasing skills/experiences, increasing profile traffic
- Integrated computation functionalities (calculator and shopping list programs)
- Dynamic and interactive user interface

App Development (Spotify Duplicate)

May 2024 - Jul 2024

- Integrated Google technologies such as Firebase and Flutter
- Plays music and allows user to create a favorites section

EDUCATION

Ateneo de Davao University

Davao City

Bachelor of Science in Computer Science

Graduation Date: Jul 2027

1st Semester President's Lister (1st Honor)

2nd Semester President's Lister (1st Honor)

LEADERSHIP EXPERIENCE

Student Executive Committee

Davao City

(SEC)

Jun 2024 - Present

Cluster Academic Affairs Deputy Head