Brendan Joseph Ramirez
305 Deacon Dr W, College Station, Texas 77845, (210)-849-8752, brendan.ramirezz@gmail.com

Aug 19 – Present: Texas A&M University, Information Technology Management– Currently hold a 3.9 overall GPA while following various courses of study to meet degree criteria. Studied Standard Query Language (SQL), Python, Linux/Unix, Business Information Systems, Cyber Security practices, Business Law, and the overall influence of Information Technology in organizations.

- Achieved an A average in all business minor classes by practicing and utilizing exceptional critical thinking skills on both qualitative and quantitative exams throughout the 18-hour minor.
- Maintained a 4.0 GPA in all core related classes by demonstrating proficiency with software taught in all courses.
- Named a distinguished student 2 times by maintaining at least a 3.75 GPA while taking 15 hours.
- Created a database for a small firm using MySQL in a Database Administration class and received a score of 100 which accounted for 30% of the final grade.
- Developed programs in Python that deployed an API, automated Excel, and automated for parsing CSV and txt files.
- Created a resume website by using CSS and HTML in which a perfect score of 100 was achieved.

Jun 21 – Present: Student-Athlete Tutor, Texas A&M University– Responsible for enhancing student learning by developing lesson plans, evaluating weaknesses, and explaining theory and analytical methods they can use to succeed in business minor and technology management classes.

- Conduct 5 weekly 1-2 hour sessions throughout Summer and Fall to student athletes by developing carefully constructed lesson plans tailored to specific classes.
- Prepare study guides and learning materials that have been used by fellow tutors by using research and writing skills.
- Present weekly reports to supervisors and multiple coaches regarding the student-athlete progress in both written and oral reports.

May 21 – Aug 21: Intern - Corporate Retirement Services, Business Financial Group– Responsible for providing administrative and clerical services such as: database management and security, processing client information, and educating clients on retirement and financial planning.

- Obtained, explained, and processed required paperwork to include new account applications, investment applications, and any required paperwork to complete corporate retirement service activities by using Microsoft Excel and the CRM database with no errors.
- Advanced the analysis and processing of sensitive client data by automating the CRM database in tandem with Excel.
- Wrote 3 company procedures that are still used for processing employee terminations, 401(k) investments, and creating a sales pipeline for the CRM database.
- Created 401(k) Education presentation templates for the company by using Microsoft PowerPoint to tailor 401(k) presentations best for the respective client.
- Scheduled all client 401(k) Education meetings for 4 consecutive months by using MS Outlook and exceptional interpersonal skills to establish strong and cohesive relationships with clients.

Apr 20 – Apr 21: Texas A&M University, Student Senator, College of Education and Human Development– Responsible for writing bills and resolutions that represented constituents in the College of Education and Human Development. Served on the Diversity and Inclusion board and represented students from all over the world.

- Presented and subsequently passed senate resolution 73-06 that recognized and advocated for an increased awareness of student mental health at the beginning of Covid-19.
- Sponsored and assisted in the passing of senate resolution 73-18 that extended immense support all Hispanic student organizations that cultivate the culture, heritage, and contextual intelligence in thousands of students.

Apr 20 – Jul 20: Intern, Helifox Technologies – Responsible for conducting research on competitor PBX systems and presenting it to company salesmen. Worked with professionals to develop and implement effective cyber security plans to maintain the security of PBX systems against modification or disclosure.

- Performed multiple security categorizations by evaluating previous cases of breaches in client PBX systems.
- Researched competitor PBX software's, identified differences, wrote solutions, and presented sales methods that could be utilized to distinguish Helifox from its competitors.
- Served as a service desk technician and demonstrated various data gathering techniques by logging client requests and assisting them in the process weekly.

B.S., Information Technology Management/Business, Texas A&M University, 2022