

AMANDA RAMOS

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225 Northern Ave Apt. 411 | Boston, MA, 02210

PROFESSIONAL SUMMARY

WEB DEVELOPER

Junior Web developer able to build a Web presence from the ground up. Fast learner, hard worker and team player who is proficient in an array of scripting languages and multimedia Web tools.

LEGAL ASSISTANT

Dependable Legal Assistant accomplished in assisting high profile attorney. Dedicated to maintaining professional standards and ethical work habits to produce the highest quality case content. Driven to maintain ethical standards while providing top-notch assistance to attorneys and lawyers.

STRENGTHS

Proficient in Dreamweaver, basic knowledge in Flash and Adobe Photoshop.
Basic knowledge in Cascading Style Sheet (CSS), XML, XSL, ASP.Net, VB, and JavaScript.
Ability to learn new software applications quickly.
Ability to maintain good working relationships with fellow co-workers.
Good skills in Microsoft Word, Excel, and PowerPoint.
Bilingual: Portuguese and English.

EDUCATION

University of Massachusetts Boston, Boston, MA

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Anticipated

Graduation: May 2016

GPA: 3.4

Bunker Hill Community College, Boston, MA

ASSOCIATE IN SCIENCE DEGREE, WEB DEVELOPMENT

Graduation: December 2013

APPLICABLE COURSEWORK

Applications/Concepts

Flash

Database Design with MS Access

XML

HTML and Dreamweaver

Introduction to Networking

JavaScript

XSL

PROFESSIONAL EXPERIENCE

BUNKER HILL COMMUNITY COLLEGE, Charlestown, MA

Web Support Intern | September 2012 - Present

- ◆ Provide continued maintenance and development for existing web applications.

PEREZ GARDINI - ATTORNEYS, Somerville, MA

Legal Assistant | January 2011 - Present

- ◆ Work as a team with attorneys, administrative assistants and fellow legal assistants.
- ◆ Manage accounts and records of clients with the highest levels of confidentiality and discretion.
- ◆ Meet with clients to update them on progress of cases.
- ◆ Assist up to 3 lawyers at a time.
- ◆ Contacted clients to schedule appointments and discuss the progress of cases.
- ◆ Assisted attorneys with reviewing and organizing witness reports.
- ◆ Prepare for trials by organizing exhibits and other key evidence.

OLIVEIRAS RESTAURANT, Everett, MA

Waitress | November 2010 - December 2010

- ◆ Greeted guests and accompany them to their tables.
- ◆ Presented menus and respond any questions regarding menu items.
- ◆ Served food and beverages.
- ◆ Checked regularly with guests to make sure that they are enjoying their meals.
- ◆ Took necessary action to resolve any complaints.

MORTGAGE SOLUTIONS, Somerville, MA

Receptionist | February 2009 - October 2010

- ◆ Replying phones calls and welcoming clients.
- ◆ Keeping call sheets, meetings and calendars.
- ◆ Conference room maintenance.

DUNKIN DONUTS, Boston/Revere, MA

Store Manager | April 2005 - February 2009

- ◆ Interfaced directly with customers to provide assistance and resolve problems.
- ◆ Supervised product inventory.
- ◆ Performed daily safety and temperature audits adhering to standards set by the Board of Health.
- ◆ Handled scheduling of employees and related personnel issues.

- ◆ Recruited, trained and supported sales and operations personnel.
- ◆ Supervised all daily functions of store activity to ensure customer satisfaction.
- ◆ Prepared business performance reports for senior management review.
- ◆ Handled all bank transactions.

TELLOS, Watertown, MA

Sales Associate| May 2001 - April 2005

- ◆ Designed all large windows using color as primary focus.
- ◆ Organized floor displays to maximize space and call attention to latest merchandise.
- ◆ Utilized strong interpersonal and communications skills to serve customers.