

RONARD LUNA GERMAN

ronardlunagerman@hotmail.com

(617) 823-1090

Multifaceted self-motivated professional who is an excellent listener. Critical thinker and seeker of continual efficiency, both at the micro and macro level. Skilled in on demand competencies ranging from communication/writing skills, to natural languages, and programming languages. Exceptional people skills. Skilled in Spanish, English, and German.

- Excellent Communication Skills
- Problem Solving
- Ability to Work Under Pressure
- Budget Management
- Team Leadership
- Self-Motivation

TECHNICAL PROFICIENCIES

- HTML & CSS
 - Bootstrap (Frontend framework)
 - Material-UI (Frontend framework)
- JavaScript
 - React (Frontend library)
- Node.js
- Python
 - Django (Backend framework)
- Databases
 - SQL (linear)
 - MongoDB (non-linear)
- Microsoft Office Suite (Word, Power Point, Excel, and Outlook)

EDUCATIONAL BACKGROUND

Utah State University – CHaSS

Bachelor of Arts, English Major - *Minor in German Teaching*

Logan, UT

FURTHER EDUCATION

Rice University

Fundamentals of Computing

Coursera, Online

- An Introduction to Interactive Programming in Python (Part 1) – October 2020 – PKR3GUNRDR3U
<https://www.coursera.org/account/accomplishments/certificate/PKR3GUNRDR3U>
- An Introduction to Interactive Programming in Python (Part 2) – November 2020 – 8M36FHFEYA3A
<https://www.coursera.org/account/accomplishments/certificate/8M36FHFEYA3A>

University of California San Diego

National Research University Higher School of Economics

Data Structures and Algorithms Specialization

Coursera, Online

- Algorithmic Toolbox - September 2020 - 87STUAD2E4PT
<https://www.coursera.org/account/accomplishments/certificate/87STUAD2E4PT>
- Data Structures – September 2020 - H55CWVSP3C2H
<https://www.coursera.org/account/accomplishments/certificate/H55CWVSP3C2H>

Google

Coursera, Online

- IT Security: Defense Against the Dark Arts
<https://www.coursera.org/account/accomplishments/certificate/XR9QNM53XZRG>

ONLINE PRECENSE

Portfolio - <https://ronardluna.pythonanywhere.com/>

LinkedIn - <https://www.linkedin.com/in/ronard-luna-99a324138/>

Github - <https://github.com/rlgerman25>

PROFESSIONAL EXPERIENCE

Contractor - Smithsonian Institution (Office of the Chief Information Officer) Washington, DC

Technical Writer July 2020 - Present

- Documented and revised technical documentation on procedures and software
- Migrated entire documentation database
- Created new company policies and procedures

Sleep Number (Engineering Department) Salt Lake City, UT

Technical Writer September 2018 – December 2019

- Documented and revised software and hardware technical documentation – some under intense pressure
- Edited, proofread, and documented over 40 Work Instructions using Dozuki CMS
- Standardized company procedures using Standard Works
- Expressed several ideas graphically to non-native English-speaking operators, English-speaking operators, and senior management (using sketches, graphs, and 3D models)

National Association for Family Childcare (Membership Department) Salt Lake City, UT

Bilingual Program Coordinator. May 2018 – September 2018

- Stopped three-year membership decrease and increased membership by 2% in first 3 months
- Created landing page and over five successful Facebook-sponsored posts
- Provided outstanding customer service to both current and potential clients – English and Spanish
- Copy wrote and edited several company-published documents – English and Spanish
- Developed JOIN process, forms, reports and many other features using “Sales Force”
- Oversaw technology at NAFCC’s 2018 national conference

Utah State University, Logan, UT (Housing Division and On-Campus Dining Hall, The Junction), Logan, UT

Resident Assistant & Event Coordinator. August 2014 – May 2018

- Provided interpersonal advising and leadership for a residence hall of 57 coed college students with an 81% approval rating from residents
- Coordinated several “Open Mic Night” events for The Junction, on campus dining hall, increasing attendance by 30%
- Allocated finances for various educational, social, and academic programs saving 35% of the \$550 semester budget while earning a 81% approval rating of programs
- Developed a working relationship for housing with facilities, janitorial, and dining departments
- Served as support mechanism for various students struggling with mental health

NATURAL LANGUAGES

Spanish: Native Language - Spoken (fluent), Written (fluent), Read (fluent)

English: Spoken (fluent), Written (fluent), Read (fluent)

German: Spoken (advanced), Written (advanced), Read (advanced).

TEACHING EXPERIENCE

English substitute teacher at Escuela Basica La Pichinga in Nagua, Dominican Republic - 2009

Various lectures in both lower and upper division English classes, - 2014 - 2018

Created various lesson plans (including one implemented in “Centro De La Familia” in Logan, UT)