

JARRED RAMOS

San Francisco, CA | P: 650-278-3169 | jarred.morris.ramos@gmail.com

EDUCATION

SKYLINE COLLEGE

Associate's Degree in Computer Science
Bachelor of Science in Computer Engineering
GPA: 3.7

San Bruno, CA
Expected May 2026
Expected May 2028

GEMS AMERICAN ACADEMY

High School Diploma
GPA: 3.9

Abu Dhabi, UAE
Graduated May 2023

EXPERIENCE

SUMMER HIRE - INFORMATION RESOURCE MANAGEMENT

U.S Embassy Abu Dhabi

Abu Dhabi, UAE
Jun 2024 – Aug 2024

- Built an inventory application using Power Apps to streamline storing and tracking of inventory of technology in the Embassy.
- Assisted customers with troubleshooting and resolving technical issues, including mobile and laptop setup or repairs.
- Managed front-desk operations, answered phones, scheduled appointments, and process check-in and check-outs.

STUDENT ASSISTANT - VETERANS RESOURCE CENTER

Skyline College

San Bruno, CA
Oct 2023 - May 2023

- Promptly responded to student inquiries via phone calls and e-mails.
- Created posters, fliers, and other promotional materials for various events using Canva, increasing on-campus visibility and engagement for upcoming events.

SUMMER HIRE - DIPLOMATIC TECHNOLOGY

U.S Embassy Abu Dhabi

Abu Dhabi, UAE
Jun 2023 – Aug 2023

- Designed and built a request tracker website using Power Apps to automate requests from employees, saving 10+ hours per week of manual work and streamlining communication.
- Assisted customers with troubleshooting and resolving technical issues, including mobile and laptop setup or repairs.
- Managed front-desk operations, answered phones, scheduled appointments, and process check-in and check-outs.

EXTRACURRICULAR

SOCC (Skyline College Organization and Club Council) Liaison - Associated Students of Skyline College

Skyline College

Aug 2024 - Present

- Collaborate with peers and campus administration to organize campus-wide events, including planning, promotion, and execution, ensuring smooth operations and student participation.
- Support student organizations by providing guidance and support on event planning, leadership, and sustaining clubs.
- Manage administrative duties of SOCC meetings, including meeting minutes and agenda.

Member, Computer Science Club

- Contribute to ongoing club projects, collaborating with members to troubleshoot issues and develop new features.
- Participate in workshops, gaining proficiency in C++, Python, and skills such as APIs.
- Participated in a hackathon, developing a web-based application that allows users to keep in touch with family members through a mood tracker and event planner.

SKILLS

TECHNICAL SKILLS: Microsoft Word, PowerPoint, Excel, Canva, Google Workspace, C++, PowerApps

SOFT SKILLS: Communication, customer service, collaboration, leadership, event planning

ADDITIONAL

Awards: Dean's List, Spring 2024