

# Alexander Ramos

• Tallahassee, Fl • ar17c@my.fsu.edu

## Education

Florida State University, Tallahassee, Fl

July 2021

**Bachelor of science in Information Communication, Technology**

Minor in Business

## Experience

**Tampa Company Outreach** Tallahassee, Fl

*Project Leader- FSU*

August 2020 – December 2020

- Lead a team of 3 people in establishing an effective communication channel between the Florida State school of communication and technology, and potential employers in the general Tampa area
- Worked with team members to establish project goals and deadlines, while also delegating work throughout the project
- Made initial contact with 40 potential employers and successfully established contact with 18 different companies

**Nagoya Sushi and Grill** Tallahassee, Fl

*Server/Busser*

November 2018 – November 2020

- Managed orders and financial transactions in a timely manner using a POS system
- Swiftly and successfully resolved conflict resulting in customer satisfaction 100% of the time
- Trained new servers and bussers to meet companies' standards and familiarize new employees with company culture
- Organized and delivered customers' needs based on importance and time-sensitive priority.
- Maintained and enforced strict and up-to-date cleanliness and social distancing policies regarding COVID-19 outbreak to ensure both employee safety and customer satisfaction

## Leadership and Activities

**American Marketing Association (AMA)** Tallahassee, Fl

*Account Coordinator- FSU*

January 2019 -October 2019

- Work closely with accounts to develop new and innovative ways of marketing their business
- Collaborate with other account coordinators to resolve problems clients are facing.

**Children's Museum of Naples** Naples, Fl

*Volunteer*

June 2016 – May 2017

- Exhibited patience and communication skills to further children's skills and knowledge
- Provided a safe and enjoyable experience for patrons of the establishment
- Worked closely with other volunteers to maximize the involvement of patrons

## Skills

JavaScript 

Python 

Business Copy 

MySQL 

Spanish 