

MIGUEL RAMIREZ

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EDUCATION

The University of Texas at Austin, Austin, TX
Bachelor of Science in Kinesiology; Minor in Portuguese

May 2021

Certifications

Machine Learning with Python, FreeCodeCamp

March 2025

EXPERIENCE

• Office Manager, Paralegal Clerk, Bookkeeper

2025–Present

Lawyer's Aid Service, Inc., Austin, TX

- Streamlined corporate filing processes by verifying compliance with Texas SOS standards, reducing document rejection rates.
- Designed and maintained a centralized client records system, increasing retrieval efficiency by 40%.
- Facilitated internal scheduling and client correspondence, improving response turnaround times.
- Led onboarding and training of new staff, establishing clear documentation for office procedures.
- Maintained and updated internal-facing website to reflect service offerings and legal updates.

• Freelance Web Developer

2022–Present

AzTech Solutions, Remote / Austin, TX

- Engineered responsive web apps using Next.js, Vue, and Tailwind, accelerating client launch cycles.
- Integrated public APIs for state filings and CMS platforms, enabling clients to automate data workflows.
- Deployed secure, scalable solutions using Azure, Netlify, and AWS S3 to support production-ready projects.

• Fitness Consultant, Personal Trainer

2021–Present

El Mar Fitness LLC, Remote / Austin, TX

- Customized strength and nutrition programs tailored to individual client needs, resulting in improved client retention and performance.
- Automated billing, CRM, and communication workflows using training platforms and spreadsheets.
- Managed end-to-end business operations, from client onboarding to legal filings and reporting.

PROJECTS

• Portfolio & GitHub

Ongoing

Web Dev + ML Projects

- Developed and iterated personal project portfolio showcasing frontend/backend skills in JavaScript, Node, and Python.
- Improved code readability and project modularity to support collaborative development and reuse.
- Portfolio: mig.is-a.dev

• elmarfitness.com

Ongoing

Business Website

- Launched client-facing business platform with real-time scheduling, email automation, and a custom CMS.
- Optimized page load time and user experience across mobile and desktop interfaces.

• AI Character LoRA Lab

2025

Local AI Dev Tools

- Designed modular pipeline for rapid training of LoRA models using `kohya_ss`, reducing training time by 30%.
- Implemented GPU-efficient workflows to enable character-specific fine-tuning for SDXL-compatible output.

SKILLS

Programming Languages: JavaScript, Python, HTML/CSS, SQL, Java, C++

Frameworks/Tools: Next.js, Vue, Tailwind, Express, Git, LaTeX, VSCode

Platforms: GitHub, Vercel, Netlify, Azure, AWS S3, Overleaf

Spoken Languages: Fluent in Spanish; Conversational Portuguese