

MARIA-JOSE RAMOS

UI Designer & Business Data Analyst



mjwrites.me



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Education — Florida International University | BBA: Finance & Marketing | December 2018

Work & Internship Experience

Billing Specialist | AEG Fuels | March 2017- Present

- Promptly process and send invoices to over 1,500 customers
- Create and maintain spreadsheets for various departments to ease workflow
- Maintain strong communication with customers and build vendor relations

Junior Director | Roaring Concepts | 2016-2017

- Oversaw 3 project managers to ensure deliverables are ready by deadlines assigned
- Generated leads and secured prospective clients resulting in a high quality portfolio
- Maintained relationships with clients during the services period

Affiliations

MangoHacks | Florida International University | Board Member

- Marketing, finance and logistics guru
- Responsible for marketing strategy and design guidelines

Alpha Kappa Psi | Florida International University | Chief of Staff

- Serving as Chief of Staff of the Xi Sigma chapter for the 2017-2018 year
- Active member on the Membership, Public Relations and Rituals Committees

Skills

Professional: Microsoft Excel, Data Analyzation, Quickbooks, Interpersonal Comm, Account Management, CRM Software, Data Visualization, Content Writing

Personal: Spanish, Team Coordination, Public Speaking, Time Management

Accolades

Dean's List, AMA Rebranding Case Competition, Bright Futures Medallion Scholarship