

MARIA-JOSE RAMOS

UI Designer // Business Data Analyst

mjwrites.me
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"Tech doesn't need business people turned developers, tech needs business people doing business."

SKILLS

- Microsoft Excel
- Data Analysis
- Content Writing
- Data Visualization
- Project Management
- Public Speaking
- Time Management
- Spanish

EDUCATION

Florida International University
Bachelors Degree | Marketing & Finance
AUG 2014 - DEC 2018

RELEVANT EXPERIENCE

MANGO HACKS

Miami, FL
MAY 2017 - PRESENT

Head Coordinator of Marketing and Finance

Florida International University's oldest student hackathon.

Responsible for creating a marketing strategy and design guidelines, assisting logistics and finance managers in event preparation and implementing UI Design for 2018.

AEG FUELS

Miami, FL
MARCH 2017 - PRESENT

Billing Specialist

Jet fuel reseller and operations management company.

Responsible for billing vendor invoices and assisting various departments by creating spreadsheets to ease workflow and increase visibility to enhance business decisions.

ROARING CONCEPTS

Miami, FL
AUGUST 2016 - MAY 2017

Junior Director

Florida International University's student run marketing agency.

Managed the marketing campaign teams for 3 companies; Miami Beach Body, Golden Touch and The Miami FC leading to higher social media engagement.

JAGUAR THERAPEUTICS

Miami, FL
JUNE 2016 - MARCH 2017

Office Manager

Multi-disciplinary therapy and sports rehab center.

Responsible for daily operations of clinic including development of new marketing strategies as well as creating data sheets for analysis and future projections.

AFFILIATIONS

American Marketing Association

Florida International University
Student Member

Alpha Kappa Psi

Xi Sigma Chapter - Chief of Staff 2017-2018
Rituals, Membership and PR Committees.

AWARDS

Rebranding Case Competition

Florida International University
First Place - American Marketing Association

Bright Futures Medallion Scholarship

Florida International University
Recipient since fall of 2014