

# Nancy Ramirez

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## ABOUT

Highly motivated person experienced with customer service, HTML5, CSS3, Visual Basic, JavaScript, and Java programming languages. Possess a strong ability to communicate and excellent at solving problems. Seeking a Software Developer position to demonstrate designing and analytical skills.



## EDUCATION

AAS, Software Development

5/2016

Ivy Tech Community College, Indianapolis IN

GPA 3.7, Cum Laude

## CERTIFICATES

Ivy Tech - Technical Certificate in Software Development

TestOut - Network Pro certified

TestOut - PC Pro certified



## SKILLS

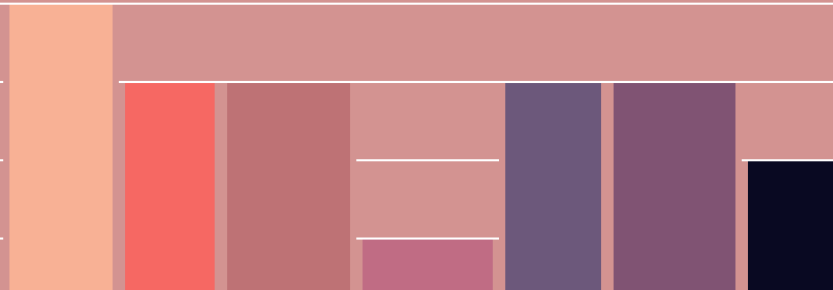
HTML CSS JAVA-SCRIPT JQUERY JAVA VB.NET SQL

EXPERT

PROFICIENT

FAMILIAR

BEGINNER



## Work History

### Guest Services Supervisor

04/2007-10/2009

Hilton Indianapolis Hotel & Suites, Indianapolis, IN

- Provide customer service.
- Assign employees to specific duties.
- Direct and supervise employees.
- Hire, train, and evaluate personnel and keep records.
- Manage Gift Shop and its inventory.
- Track record of collecting and analyzing information and implementing actions with a view to meet goals.
- Promoted to Lead Agent in 2007 and Supervisor in 2008.

### Resource Translator 10/2014-present

Our Lady of Greenwood School, Greenwood, IN

- Help Spanish speaking students with homework.
- Help comprehending vocabulary, improving grammar, and basic language skills.
- Attend school events such as Registration Day, Open House, and meetings.
- Translate school newsletter and other documents.

### Photographer

3/2010-11/2012

Lifetouch National School Studios, Indianapolis, IN

- Take students pictures.
- Set up and tear down equipment in a timely and efficient manner.
- Maintain and organize student records and payments while photographing and using companies program to save digital images.
- Awarded photographer of the Year in 2011.