

Gabriella N. Ramirez

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Summary of Qualifications:

- 9 years of editing college-level papers
- 8 years of providing technical support and introducing new concepts to individuals in an academic and volunteer environment
- 2 years of working independently in a fast-paced environment

Skills Summary:

- Experience programming in C, C++, Java, Python, and MASM Assembly
- Computer savvy with the utilization of programs within the Microsoft Office Suite.
- Knowledge of math, science, history, communication, and English writing skills.
- Ability to familiarize self with new software to effectively use the product and inform others of its capabilities.
- Cooperation and teamwork with others in regards to decision-making, arithmetic, and applying formulas.

Education:

University of Colorado Boulder	Expected to Graduate 05/2019
Bachelor of Arts, Computer Science, Minors in History and English Creative Writing	
University of Colorado Denver	Attended from 2013 – 2016
Bachelor of Science, Computer Science and Engineering	GPA: 3.2/4.0
Eagle Ridge Academy	Graduated 05/2013
High School Diploma	GPA: 4.12/4.0
Front Range Community College	Graduated 05/2013
Associate of Arts	GPA: 3.86/4.0

Volunteer Experience:

American Military Family

Volunteer /Technical Support/Operational Director Assistant 08/2008 – Present

- Edited PowerPoint presentations, letters, email correspondence, and promotional materials such as brochures and flyers.
- Provided technical support for utilizing software and technology including Square POS Software, as well as beta-tested online forms and webpages to ensure an enjoyable user experience.

Work Experience:

Front Range Community College

Tutor 04/2014 – 04/2015

- Reviewed concepts in Biology 101 with students to ensure their success in their classes.

Welcome to the Bookstore

Sales Associate/Supervisor 05/2015 – Present

- Performed inventory and merchandising, processed sales transactions, provided a welcoming and helpful customer service experience, managed social media, purchased stock, created and edited promotional materials including brochures and flyers, and managed fellow employees to success.

UPS (United Parcel Service)

Package Handler – Sorter 06/2016 – 09/2017

- Memorized zip codes for all 50 states as well as country codes for international packages in order to determine which conveyor belt to sort packages to.
- Ensured packages were moved with care, keeping customer satisfaction in mind.
- Independently maintained a package per hour rate of 1200.
- Seized an opportunity to help maximize efficiency of data entry regarding employee safety knowledge.
- Fastest out of 25 to recertify as a sorter after one year on the job.

University of Colorado Boulder, Center for Asian Studies

Videography Intern/Editorial Assistant 10/2017 – 12/2018

- Worked independently to teach self how to use Final Cut Pro X, upload videos to YouTube, write descriptions for uploaded videos, and utilize the captioning software provided by YouTube.
- Edited and formatted graduate student papers for submission and publication in the *Colorado Journal of Asian Studies, Volume 6, Issue 1 (Summer 2017)*.