

RAMIA DAVIS

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EDUCATION	Mills College 2016 - 2018 B.A. in English Literature with a minor in Computer Science Overall G.P.A. 3.9 / Computer Science G.P.A. 4.0 Columbia University 2010 - 2012	
AWARDS	Phi Beta Kappa, GHC Scholar 2018, Mills Dean's Scholarship, Mills Academic Honors	
PROFESSIONAL EXPERIENCE	Pivotal Cloud Foundry Technical Writer October 2018 - Present	San Francisco, CA
	Technical Writing Intern June 2018 - September 2018 <ul style="list-style-type: none">• Write and edit technical documentation for a PaaS application. Adhere to PCF documentation style guide to maintain consistency. Fix code formatting errors in internal wiki to facilitate team learning.• Interview and pair with SMEs to maintain technical accuracy in documents.• Paired with UX and PM interns to write a developer guide for novice PCF Tile developers. Supported usability testing sessions and card sorting exercises that generated feedback for revisions.• Programmed a Slack bot to send notifications when a Concourse build fails. Wrote a procedure explaining how the bot was built and how it can be configured to send other types of notifications.• Wrote original documentation on setting custom CA certificates.	
	Bain & Company Library Assistant Intern March 2017 - May 2018 <ul style="list-style-type: none">• Supported consultant teams with market data curated from business research firms and independent research. Researched topics in the TMT practice area, focusing on semiconductors and cloud services.• Programmed an Excel macro to automate cell formatting for Jumpshot web traffic data, reducing the time needed to pull data from the source. Wrote a procedure explaining how to use and customize the macro.• Maintained an integrated library system. Culled outdated and discarded physical and digital materials from a catalog system, reducing the collection by roughly eighty percent.	San Francisco, CA
	Oakland Unified School District Library Clerk August 2016 - March 2017 <ul style="list-style-type: none">• Organized computer programming study sessions and tabletop role-playing club for middle school students.• Presented themed book recommendation slides on a smart TV to encourage students to read advanced books.	Oakland, CA
SKILLS & TOOLS	Java • Python • Ruby • HTML • CSS • Markdown • Git • GitHub • Jekyll • Sublime Text • Agile • Gimp • Final Cut • Trello • Tableau • Pivotal Tracker • Concourse	