

# RAMIA DAVIS

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<b>EDUCATION</b>	<b>Mills College</b> 2016 - 2018 B.A. in English Literature with a minor in Computer Science  <b>Columbia University</b> 2010 - 2012	
<b>AWARDS</b>	Phi Beta Kappa, GHC Scholar 2018, Mills Dean's Scholarship, Mills Academic Honors	
<b>PROFESSIONAL EXPERIENCE</b>	<b>VMware (Pivotal Software)</b> <b>Technical Writer</b> October 2018 - Present	San Francisco, CA
	<ul style="list-style-type: none"><li>• Write and edit technical documentation focusing on the MySQL and Single Sign-On products. Advocate for improvements as the documentation lead for the MySQL product.</li><li>• Execute initiatives for improving and maintaining a publishing toolchain.</li><li>• Facilitate Team Health Assessments and Anxiety Parties, workshops that are designed to promote "teaminess" and psychological safety.</li><li>• Present at college recruiting events about technical writing.</li><li>• Facilitate working groups for editing an internal wiki and style guide.</li></ul>	
	<b>Technical Writing Intern</b> June 2018 - September 2018	
	<ul style="list-style-type: none"><li>• Paired with UX and PM interns to refresh a developer guide for building software for Pivotal Cloud Foundry. Supported usability testing sessions and card sorting exercises that generated feedback for revisions.</li><li>• Programmed a Slack bot to send notifications when a build for the documentation website failed. Wrote a procedure explaining how the bot was built and how it can be configured to send other types of notifications.</li></ul>	
	<b>Bain &amp; Company</b> <b>Library Assistant Intern</b> March 2017 - May 2018	San Francisco, CA
	<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• Maintained an integrated library system. Culled outdated and discarded physical and digital materials from a catalog system, reducing the collection by roughly eighty percent.</li></ul>	
	<b>Oakland Unified School District</b> <b>Library Clerk</b> August 2016 - March 2017	Oakland, CA
	<ul style="list-style-type: none"><li>• Organized computer programming study sessions and tabletop role-playing club for middle school students.</li><li>• Presented themed book recommendation slides on a smart TV to encourage students to read advanced books.</li></ul>	
<b>SKILLS &amp; TOOLS</b>	Java • Python • Ruby • HTML • CSS • Markdown • Git • GitHub • Jekyll • Atom • Agile • Gimp • Final Cut • Trello • Tableau • Pivotal Tracker • Concourse	

