

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

San Francisco, CA

Technical Writing Intern

June 2018 - Present

- 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

San Francisco, CA

Library Assistant Intern

March 2017 - May 2018

- 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 Culled outdated and discarded physical and digital materials from a catalog system, reducing the collection by roughly eighty percent.

Oakland Unified School District

Oakland, CA

Library Clerk

August 2016 - March 2017

- 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.

Muji USA

Santa Monica, CA

Sales Associate

March 2014 - November 2016

- Provided customer service and personalized recommendations for guests.

SKILLS & TOOLS

Java • Python • Ruby • HTML • CSS • Markdown • Git • GitHub • Jekyll • Sublime Text
• Agile • Gimp • Final Cut • Trello • Tableau • Pivotal Tracker • Concourse