

RAMIA DAVIS

RAMIA.DAVIS@GMAIL.COM • RAMIADAVIS.COM • LINKEDIN.COM/IN/RAMIA-DAVIS • GITHUB.COM/RADAEZE/

EDUCATION	Mills College 2016 - 2018 B.A. in English Literature with a minor in Computer Science Columbia University 2010 - 2012	
AWARDS	Phi Beta Kappa, GHC Scholar 2018, Mills Dean's Scholarship, Mills Academic Honors	
PROFESSIONAL EXPERIENCE	Pivotal Software Technical Writer October 2018 - Present	San Francisco, CA
	<ul style="list-style-type: none">• 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.• Facilitate Team Health Assessments and Anxiety Parties, workshops that are designed to promote "teaminess" and psychological safety.• Present at college recruiting events about technical writing.• Facilitate working groups for editing an internal wiki and style guide.	
	Technical Writing Intern June 2018 - September 2018	
	<ul style="list-style-type: none">• 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.• 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.	
	Bain & Company Library Assistant Intern March 2017 - May 2018	San Francisco, CA
	<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 Culled outdated and discarded physical and digital materials from a catalog system, reducing the collection by roughly eighty percent.	
	Oakland Unified School District Library Clerk August 2016 - March 2017	Oakland, CA
	<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.	
SKILLS & TOOLS	Java • Python • Ruby • HTML • CSS • Markdown • Git • GitHub • Jekyll • Sublime Text • Agile • Gimp • Final Cut • Trello • Tableau • Pivotal Tracker • Concourse	