

# 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 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, 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. Interview SMEs to maintain technical accuracy. Fix code formatting errors in internal wiki to facilitate team learning.
- Paired with UX and PM interns to write a developer guide for novice PCF Tile developers. Supported usability testing sessions 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 marco 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 marco.
- 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 Culled outdated and discarded physical and digital materials from a catalog system, reducing the collection by roughly eighty percent.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 passively encourage students to read advanced titles

## SKILLS & TOOLS

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