

Robert Ramirez

email@email.com ❖ (111) 111-1111 ❖ San Diego, CA

WORK EXPERIENCE

University of California, San Diego, HDH IT Services

July 2021 – Present

Lead Student IT Field Technician

San Diego, CA

- Maintained the upkeep of UCSD hardware and software
- In charge of setting up employee workstations as well as upgrading existing hardware with new, improved hardware
- Oversaw the transfer of data between old and new machines or employee workstations
- Oversaw communications with customers to properly diagnose and troubleshoot technical issues of significant priority to maintain workflow efficiency

University of California, San Diego

October 2019 – June 2021

Housing, Dining, and Hospitality Services Student Lead

San Diego, CA

- Maintained a strict lead schedule in order to ensure all staff was on the right track toward meeting certain deadlines as well as maintaining high quality restaurant standards
- Worked in a fast-paced environment serving customers on UCSD campus and ensuring that they were provided with high quality customer service
- Whilst maintaining an efficient workplace environment, also strived to create a friendly, supportive place for employees to share concerns and raise any questions that could benefit the shift or the restaurant as a whole
- Managed the entire student employee shift when it came to different task delegations and breaks
- Learned basic cooking and restaurant health standards for cleaning

La Solana Yearbook Staff

August 2014 – June 2019

Editor in Chief

El Centro, CA

- Create designs, concepts, and simple layouts based on knowledge of layout principle
- Prepare illustrations or rough sketches of material, discussing them with clients and making changes.
- Use computer software to generate new images
- Interview and communicate with individuals to gather information
- Manage and organize file systems containing data/images/projects

EDUCATION

University of California, San Diego

June, 2023

Cognitive Science with a Specialization in Design Interaction, Minor in Computer Science

La Jolla, CA

SKILLS & INTERESTS

Skills: Fast-paced learner, adaptable to new environments, proficient communication and people skills, proficient with technology, leadership experience in a fast paced environment