


RAMIRO MORAN

ABOUT ME

A dedicated student searching for opportunities to implement the skills learned from courses in real-life business scenarios to contribute to corporate objectives. Passionate to collaborate with experienced professionals and gain new insight in the tech industry.

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EDUCATION

San Jose State Management Information Systems

Aug 2022 - May 2023

Associate's Degree In Economics

Aug 2019 - May 2022

Associate's Degree In Business Administration

Aug 2019 - May 2022

SKILLS

- Python
- SWOT Analysis
- Google/Microsoft Suite
- Technical Support
- Leadership
- Organizing
- Strategic Planning
- Team Building
- Fluent in Spanish

RELEVANT COURSEWORK

- System Analysis and Design
- Networking and Data Communication
- Business Programming
- Quantitative Analysis
- Managerial Accounting
- Operations Management

WORK EXPERIENCE

Philz Coffee

9/2022-Present

Event Coordinator

- Propose effective layouts for events and coordinate all staff, event logistics, and internal/external communication functions.
- Work closely with clients to understand their needs and develop customized event plans.
- Manage all aspects of event planning, including budgeting, vendor selection, timeline management, and on-site coordination.

Lovers Peak

9/2020-Present

Social Media Director

- Implemented a successful social media strategy resulting in a 20% increase in followers and engagements across all platforms.
- Used Photoshop to create compelling visualizations that regularly brought in 30k interactions every month.
- Tracked and analyzed social media metrics to inform strategy and optimize performance.

Roots Lending and Real-Estate Group

10/2021-06/2022

Real Estate Assistant/Admin Assistant

- Produced accurate office files in a well-organized manner.
- Communicated between banks, clients, and lenders.
- Oversaw professional calendars and coordinated appointments.
- Assist loan officers to review, process, and close real estate mortgage loans in a timely manner.
- Collect information on new loans to prepare comprehensive reports for loan officers.

Wise Music

10/2020-08/2021

Sales Associate/Inventory Management

- Developed a thorough knowledge of instrument equipment and brands, and offered assistance to customers.
- Forecasted supply and demand requirements to ensure stock availability.
- Maintained financial records to track the property of all transactions.
- Gathered information from previous purchases in order to identify what was selling and what wasn't.