

JOSE RAMIREZ

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OBJECTIVE

I seek for opportunities where I can utilize my passion for web design and development, graphic design, and business to establish myself in a long-lasting career with a credible company.

EDUCATION

Spring 2011 California State University, Northridge Northridge, CA

Recently earned a Bachelor's of Science in Information Systems, with an emphasis in Business Systems, from the School of Business at California State University, Northridge.

WORK HISTORY

2005 – Present www.JMRamirez.com

Freelancer - Web Designer/Developer

- Client portfolios found in www.JMRamirez.com/portfolio.html
- Web design and layout through Photoshop CS
- Developing of websites by converting PSD image files into HTML coding
- Creation of unique templates and designs with HTML and CSS
- Website maintenance and updates for existing clients
- Created own graphic designs included in self-portfolio, which includes: invitations, logos, photography and artwork.
- Knowledge of SEO techniques.

2011 – Present The Langham, Huntington Hotel & Spa Pasadena, CA

Front Desk Agent

Maintain front office operations, which include but not limited to:

- Create service and hospitality
- Manage guests' financial accounts for delinquency and fraud.
- Record and follow up guests' requests
- Create sales and revenue through promotions and services.

AWARDS/ SPECIAL RECOGNITION

- Leading Quality Audit Champion for September 2011 for Outstanding Service.
- Langham Legend for September 2011

OTHER KNOWLEDGE / SKILLS ACQUIRED

- Graphic Design Software (Adobe Photoshop CS, Illustrator, InDesign)
- Programming Languages (HTML, CSS, JavaScript)
 - Experience with (Ajax, C++, Java, PHP, SQL)
- Website Design Software (Dreamweaver CS, Visual Studio 2010)
- Microsoft Office (Access, Excel, PowerPoint, Visio, Word)
- English, Spanish