

CARISSA RAMIREZ



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linkedin.com/in/c-ramirez/



2484 SMU Ave.
San Angelo Tx, 76904

EDUCATION

ANGELO STATE UNIVERSITY

San Angelo, Texas

Master of Arts in Communication

2017 – 2019

ANGELO STATE UNIVERSITY

San Angelo, Texas

Bachelor of Arts in Communication

2010 – 2014

SKILLS

Attention to Detail

Communication

Creativity

Collaboration

Organization

Problem Solving

Presenting

Research

Teamwork

Writing

PROFILE

A driven, self-motivated, emotionally intelligent communicator. Able to articulate and communicate concisely at all levels. Possesses strong organizational skills working professionally to create systems of efficiency. Has proved the ability to prioritize and work diligently to tight deadlines. Able to work well both independently and as a team. Demonstrates the motivation and problem solving abilities required to display excellence and execute tasks.

Seeking a challenging role, where my existing skills and qualifications will add value to an organization, while I continue to learn and develop. Seeking a role where coordination, creativity and organization meet to fulfill a bigger picture.

WORK EXPERIENCE

PARAPROFESSIONAL

Armstrong, Backus & Co, LLP. | October 2021 - PRESENT

- Organize client's source data for tax partners
- Review and revise documents to excellence
- Communicate effectively between client and tax partner
- Assist partners in projects with strict deadlines
- Create content for social media while portraying the character of the firm

HEALTH CARE REPRESENTATIVE / RECEPTIONIST

West Texas Medical Associates | December 2014 – September 2021

- Assessed information to communicate solutions
- Advised instructions to reach conclusions
- Prepare materials for an efficient office flow
- Organize and coordinate office materials for maximum patient care
- Manage schedules to collaborate with various entities and universities

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VOLUNTEER EXPERIENCE

CELEBRATION CHURCH SAN ANGELO

2016 - PRESENT

- Served on the Epic Student Ministry team on Wednesday Nights and Summer Camps
- Served on the Dream Team for Sunday morning set up, greeting, and table host.
- Served as an intern director for Sunday mornings, organizing students in areas to serve
- Currently serving as a leader for Thursday night Young Adult Ministry
- Currently serving as a worship team member for Sunday morning service
- Currently serving as a Kids Church leader for Sunday morning service

BOARD MEMBER

San Angelo Broadway Academy | 2016 - 2018

- Organized fundraisers for SABA to support organization's needs
- Assisted in decision making for new policies and procedures
- Facilitated at shows and events to foster a communal experience
- Formulated logistics for shows and events

INTERESTS

- CRAFTING
- RUNNING
- MUSIC, ART
- TRAVELING
- BLOG WRITING
- READING