Lizbeth Ramirez

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Education

Michigan Technological University
Bachelors of Arts- Scientific and Technical Communications • Spring, 2017
Minor in Business Communication
Certificate in Digital Media
- Major GPA- 3.96
- Cumulative GPA- 3.67

Antelope Valley Community College
Associates Degree- Liberal Arts and Social/ Behavioral Sciences • Summer, 2013
Minor in Spanish

- Graduated summa cum laude
- Cumulative GPA- 3.79

Experience

Technical Writer
June 2015 – Present
Kohler Co. • Kohler, WI
- Organized collaborative meetings to discover and improve shortcomings of existing or new installation guides.
- Communicated in various forms of technical literature for Kohler products to ensure ease of installation for specific end-users.

Humanitites Digital Media Zone Consultant
January 2016 – Present
Michigan Technological University • Houghton, MI.
- Supervised and aided students inside of the design lab.
- Tutored students in all-level spanish courses as well as the lab's digital media software (Adobe Suite).

University Research Transcriber
January 2014 – May 2014
Michigan Technological University • Houghton, MI.
- Conducted bilingual research to contextualize project for incoming staff.
- Collaborated with Graduate Students to transcribed pre-recorded Spanish interviews.
- Proofread and edited documents in Spanish and English.

Graphic Designer
January 2016 – Present
Michigan Technological University • Houghton, MI.
- Created promotional posters for the Center for Diversity & Inclusion.
- Collaborated with other organizations on campus to create pamphlets, posters, bookmarks, logos, certificates and programs.

Projects

Keweenaw Pride Poster and Pamphlet
- Created posters to be displayed on campus that called attention to the club's purpose.
- Outlined events, resources, and organizations for the LGBTQIA+ community into a pamphlet.

IGTAAP Outreach Brochure
- Designed a brochure for the International Graduate Teaching Assistant Assistance Program to use as advertising.
- Directed cross-functional usability testing on the brochure's content and design.

Recognition

Leading Scholar: Scholarship recipient
2013 - Present
- Awarded competitively to 3 students who show exemplary leading abilities, academic talents, community involvement, and potential to thrive in any program at Michigan Technological University.

Technical skills

Advanced in: Adobe InDesign, Adobe Illustrator, Microsoft Office, Contenta, Arbor Text, XML, Adobe Acrobat.

Proficient in: SAP, DITA, Adobe Photoshop, Adobe Dreamweaver

Languages: English, Spanish