

JOSEPH RAMIREZ

Philadelphia, PA
(215) 899-4237
josephramirez@gmail.com

Resourceful and quick-thinking student at Carver High School with previous experience in an office environment. Skilled in working independently or in a team. Fluent in English and Tagalog. Looking to develop my skills and provide excellent customer service to Grand Central Library as an administrative assistant.

VOLUNTEER EXPERIENCE

CARVER HIGH SCHOOL

Philadelphia, PA

Student Receptionist

September 20XX–March 20XX

- Managed a phone switchboard and directed 20–60 phone calls per day from parents and outside personnel to the school administrative staff
- Completed 80+ hours of data entry by creating field trip notices and media release forms with 100% accuracy
- Organized 800+ different pamphlets within 3 days by sorting papers by date and classroom number and distributing them to each grade's student leader
- Checked paper amounts for the staff photocopy rooms and refilled if necessary in addition to filing, labelling, printing, and faxing 150+ papers per day with no errors

EDUCATION

CARVER HIGH SCHOOL

Philadelphia, PA

Honors: (GPA: 3.8/4.0)

September 20XX–Present

Track and Field Team Member

- Winner of the 200m relay, and 100m sprint at the Track and Field School State Championships in June 20XX

(Graduation date: June 20XX)

Yearbook Club Member

- Take candid, team, and professional photos of fellow students from grades 9–12 for their respective yearbooks

ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint)
- Fluent in English and Tagalog
- Typing speed of 74 WPM
- Adobe Photoshop, Illustrator, and InDesign
- Social media knowledge: Instagram, TikTok, Twitter, YouTube

HOBBIES AND INTERESTS

- Playing guitar and singing
- Photography and editing
- Recreational swimming
- Track and Field