

CHRISTIAN RAMOS

Systems Design | Technical Operations | Computer Science - Cybersecurity

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PROFESSIONAL SUMMARY

Computer Science senior at CSU East Bay with a cybersecurity concentration and experience in technical operations, data collection workflows, process documentation, quality control, and stakeholder coordination. Strong fit for entry-level systems design, systems analyst, or technical operations roles requiring structured problem solving, workflow mapping, data tracking, and clear technical communication.

CORE SKILLS

Systems Design: Requirements gathering, workflow mapping, process improvement, documentation, operational quality control

Data & Tools: Airtable, data analysis, Microsoft Excel, Microsoft Office, records management, database updates

Technical Foundations: Computer science fundamentals, cybersecurity foundations, prototype maintenance, technical troubleshooting

Collaboration: Stakeholder communication, cross-functional coordination, training, tutoring, executive-board teamwork

RELEVANT EXPERIENCE

Data Collection Technician | Tacit

Jan 2026 - Present

San Francisco Bay Area

- Support structured data collection operations for prototype-focused workflows, keeping sessions organized and aligned with project requirements.
- Maintain tracking systems and operational records using Airtable and data analysis practices to improve visibility into participant and workflow status.
- Identify process gaps, reduce workflow friction, and help keep collection procedures repeatable across sessions.

Mathematics Grader | California State University - East Bay

Jan 2024 - Jan 2026

Hayward, CA

- Evaluated Pre-Calculus, Calculus I, and Calculus II coursework with accuracy, consistency, and departmental compliance.
- Identified recurring error patterns and shared feedback that helped instructors improve lesson clarity and assessment design.
- Created solution guides and conceptual summaries, translating complex problems into clear documentation for diverse learners.

Student Assistant - Legal Department | California Department of Industrial Relations

Feb 2024 - Apr 2024

Oakland, CA

- Managed case files, legal documents, and ADA database records while performing data entry, updates, and accuracy checks.
- Organized evidence packets, document requests, scanning, routing, filing, and deadline tracking for confidential records.

LEADERSHIP & TECHNICAL OUTREACH

Communications Officer | Pioneer Branch of IEEE

Aug 2024 - May 2025

Hayward, CA

- Managed chapter communication systems across email, social media, Discord, and campus platforms to keep members aligned on events and opportunities.
- Tracked engagement metrics and refined communication strategy to improve outreach, event turnout, and chapter visibility.

Marketing Lead | HackHayward

Jun 2024 - Dec 2024

Hayward, CA

- Led student marketing operations for the university hackathon, coordinating outreach timelines, campaign execution, and stakeholder communication.
- Drafted sponsor and speaker outreach materials, managed external communication, and supported fundraising and in-kind sponsorship efforts.

ADDITIONAL EXPERIENCE

Operations Supervisor | CVS Pharmacy - supervised staff, enforced procedures, handled cash balancing, supported vendors, and provided operational guidance. **Intern | Hayward Chamber of Commerce** - supported meetings, document organization, event planning, social media, and Microsoft Office-based data entry.

EDUCATION & CERTIFICATIONS

California State University - East Bay | B.S. Computer Science, Cybersecurity Concentration

Expected May 2026

Certifications: Technical Support Fundamentals | Introduction to Cybersecurity Foundations | OPSEC Awareness for Military Members, DOD Employees, and Contractors