

Aileen Ramirez

Mcallen, TX | (956)862-7000 | rz.bella.3111@gmail.com | www.linkedin.com/in/aileen-ramirez-097a8a328

EDUCATION

South Texas College

Architectural and Visual Technology Associate of Applied Science

Mcallen, TX

Graduation Date: Dec 2025

Sharyland High School

High school diploma

Mission, TX

Graduation Date: May 2019

WORK EXPERIENCE

Mary Kay

Marketing & Administrative Assistant

Mission, TX

Sep 2024 - Jul 2025

- Created digital and print marketing materials, including event posters.
- Prepared and mailed client correspondence to support sales campaigns.
- Packaged and organized product orders for timely customer delivery.
- Researched and sourced products online to meet client requests.

Chick-fil-A

Team Member

Mcallen, TX

Jan 2022 - Jan 2023

- Delivered efficient, high-quality customer service in a fast-paced environment.
- Coordinated with team members to ensure smooth operations and timely service.
- Handled transactions accurately and maintained organized workspaces.

PROJECT EXPERIENCE

South Texas College

Student

Mcallen, TX

Jan 2023 - Dec 2025

- Computer-Aided Design (CADD) & Office Tools
- 3D Printing & Laser Cutting
- Software Integration
- Virtual Reality (VR) Environment Design

Sharyland HighSchool

Student

Mission, TX

Sep 2019 - Dec 2019

- Learned and applied Adobe Photoshop for photo editing and design.
- Experimented with camera settings to capture high-quality images for projects.
- Developed animations and **visual effects**, integrating them into class or personal projects.
- Collaborated with classmates to share skills and improve final project quality.

SKILLS

- Fundamental:**
- Revit, Auto CADD, Sketchupp.
 - TwinMotion, Blender, Photoshop, Rough Drafts.
 - Running VR setup for design presentation.
 - Office Word, Power Point.

ABOUT ME

I'm passionate about exploring tech and turning creative ideas into reality. I enjoy learning new tools, understanding people's visions, and shaping them into practical, innovative solutions. I thrive on combining technical skills with imagination to make concepts come to life.