

Sebastian Ramales

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EDUCATION

- City College of New York/CUNY**, New York, NY Expected: Dec. 2023
Bachelor of Arts in Psychology GPA: 3.7
- Dean's List:** Fall 2019 – Spring 2023
- Mesa Charter High School**, Brooklyn, NY Graduated: June 2019

WORK EXPERIENCE

- Intern, CUNY TV**, Manhattan, NY Sep. 2023 – Present
- Assisted with operating in-studio television cameras and teleprompters; assisted in upkeep, maintenance, inventory control, and minor field equipment repairs, including video cameras, audio equipment, and microphones.
 - Created one-minute promos utilizing Adobe Premier
 - Created and managed social media promos on Twitter and Instagram, posting three times a week
 - Contributed to branding and research ideas to boost the publicity of the show
- Intern, Hearst**, Manhattan, NY June 2023 – Aug. 2023
- Assisted with 4 talent programs by sending reminders, analyzing data, posting and researching articles
 - Participated in departmental meetings, live educational sessions, feedback sessions, and career panels
 - Created and proposed an onboarding learning module idea for the organization
 - Contributed to branding and research ideas while assisting with structuring a learning module
- Intern, Met Council**, Manhattan, NY Nov. 2022 – May 2023
- Worked collaboratively and independently on a variety of HR projects across all functions
 - Participated in internal audits and created reports and documents for general use
 - Participated in department meetings
 - Contributed to research ideas and handled administrative and clerical tasks in a fast-paced environment
- Intern, E-J Electric Corp., LIC**, NY June 2022 – Aug. 2022
- Distributed resumes to appropriate managers and followed up with managers to schedule interviews
 - Communicated daily with managers to remind them of tasks and to follow up with applicants' status
 - Assisted with scanning and archiving more than 100 documents on a drive
 - Composed weekly recruiting schedules in Excel, typed documents in Word, and created invitations in Outlook
 - Cleaned up and maintained employee records in the company recruiting database

LANGUAGE AND TECHNICAL SKILLS

- Computer: Proficient in Microsoft Word, Excel, and PowerPoint; Google Sheets and Drive; Adobe Premiere Pro; R Studio, Java-Script
- Language: Spanish (Fluent in writing and speaking)

AFFILIATIONS

- Final Talent Pool Member*, The T. Howard Foundation Jan. 2023 – Present
- Student*, Colin Powell School for Civic and Global Leadership May 2022 – Present

HONORS

- XAE National Honor Society, The City College of New York Fall 2022 – Present
- SEEK Honors, The City College of New York Fall 2021 – Present
- Dean's List, The City College of New York Spring 2020 – Present