

# Lara Ramirez Ramirez

2103 38th Ave. Apt B Oakland, CA 94601 | [lara.cramirez5@gmail.com](mailto:lara.cramirez5@gmail.com) | 510-978-9943

## Education

**Lawrence University**, Appleton WI  
Bachelor of Arts; Major: **Biology**

## Work Experience

### **Chapman Hall, Lawrence University**

#### ***Prospective Student Host***

Appleton, WI  
April 2019 - June 2020

- Hosted prospective students overnight to guide in their college decision
- Provided personal tours of campus, around Appleton
- Connected students to campus resources
- Advised students on balancing academic life and personal life

### **World Central Kitchen Delivery Driver, Oakland School District**

#### ***Fresh Produce Delivery Driver***

Oakland, CA  
June 2019 - September 2019

- During the Covid-19 pandemic, distributed fresh produce to public school families

### **Production Processor, Peets Coffee**

#### ***Order Processor***

San Leandro, CA  
June 2020 - September 2020

- *Individually processed, verified, and packaged order for shipment in a fast paced environment*

### **Chapman Hall, Lawrence University**

#### ***Lawrence University Experience (LUX)***

Appleton, WI  
February 2020 - April 2020

- Promoted diversity and inclusion to prospective students with BIPOC backgrounds
- Facilitated and mitigated discussions on how BIPOC students navigate a Predominantly White Institution

### **Diversity and Intercultural Center, Lawrence University**

#### ***Program Coordinator***

Appleton, WI  
September 2020 - June 2021

- Assit with planning and implementation of social and academic events
- Created budget sheets, created structured timelines for events
- Collaborated with student organizations
- Collaborated with marketing coordinator and student organizations to create different forms of advertising for programs
- Collected, compiled, and reevaluated data of events

**Torani*****Production and Machine Operator***

San Leandro, CA  
July 2021 - September 2021

- Oversaw syrup machine labeler for quality assurance
- Attended staff meetings for quality and safety assurance
- Initiative in starting production and problem solving when labeler machine is unresponsive

**United States Postal Services, USPS****Mail Sorter**

San Leandro, CA  
December - January 2021

- Organized mail in a fast paced environment
- Processed and verified shipment labels

**La Loma Clinic, MD. Lovato*****Part Time Medical Assistant***

Oakland, CA  
June 2020 - September 2021

- Logged medical history using Epic Software
- Took vitals and prepared waiting rooms for patients

**Uber Eats*****Delivery Driver***

Oakland, CA  
June 2020 - September 2021

- Processed orders for accuracy
- Navigated hometown

**The East Oakland Collective*****Covid-19 Community Outreach Team Member***

Oakland, CA  
August 2022 - September 2023

- Distributed 100+ Covid-19 test kits to community members of Oakland and Hayward
- Taught community members how to test for Covid-19
- Connected community members with nearby clinics to set up medical appointments
- Collected data on demographics of people receiving information and/or test kits

**Diveristy and Intercultural Center, Lawrence University*****Program for Leadership of******Underrepresented Students (PLUS) Mentor***

Appleton, WI  
September 2021 - June 2023

- Communicated and rapport building with with program participants
- Promoted and collaborated with team in brainstorming social events
- Executed different forms of communication to mentees

**Technical Skills**

**Software:** Microsoft Office (Excel, Word, Powerpoint); Canva

**Language:** Spanish (Fluent), Maya Mam (Fluent)