

ISABELLA GARZA

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EDUCATION

The University of Iowa

Bachelor of Science, College of Liberal Arts and Science

Iowa City, IA

Expected Graduation: May 2021

B.S. Environmental Policy and Planning
Certificate in Sustainability

WORK EXPERIENCE

Hillcrest Market Place

Student Manager

Iowa City, IA

August 2019 – Present

- Managed and created a work schedule for Student Leads and Student Associates
- Initiated the hiring and orientation process for new Student Associates for the Market Place
- Collaborated with professional full time workers on monthly meetings about new dining hall policies or methods of preparation
- Established communication and organization skills with the managing staff in the office, and on a shared online database

Student Lead

August 2018 - August 2019

- Established communication skills with all Staff and Cooks, and created a plan as to how the shift was to be managed
- Supervised and trained new Student Associates in stations and reminded them of our work policies and standards
- Altered and revised Student Employee schedules that pertained to the shift that day

Student Associate

August 2017- July 2018

- Ensured food quality control by following the policies and standards of the workplace
- Established great communication skills with Student Leads, Cooks, and Staff.

University of Iowa Hospitals and Clinics

Inventory Management – Supply Chain

Iowa City, IA

May 2019 – August 2019

- Administered supplies, instruments, trays, and suture to Operating Rooms when requested to within limited time constraints
- Strategized new alternatives of obtaining the materials and supplies when they were missing and/or unavailable
- Developed skills in time sensitive situations such as, extreme organization and memorization of supplies, while managing tasks according to priority

Chipotle Mexican Grill

Crew Member

Iowa City, IA

October 2017- September 2018

- Promoted great customer service by following the workplace guidelines
- Enhanced the food preparation quality by communicating with managers and by following recipes
- Ensured quality control by testing food, reading customer reviews and applied improvements to the everyday work day

West Monroe Partners

Human Resources Intern

Chicago, IL

July 2016 – August 2017

- Assisted the Human Resources Team by organizing and creating Benefit and Personnel Files
- Operated the scanning and transfer of paper employee files into an online database with individualized folders
- Managed an online personnel database to input new employees
- Analyzed in person, as well as online meetings, and conferences to create an overall review of main topics discussed

ACTIVITIES AND LEADERSHIP

Young Life

Adult Leader

Metro Southwest Chicago Area & Northwest Iowa City

July 2016- Present

- Guided students away from spiritually unhealthy activities and provided a safe environment for Middle School and High School students to come and speak without being judged
- Created a semester long agenda with activities, music, trips and bible study
- Participated as an active member of students' lives to create a stable and constant relationship
- Committed my time to High School and Middle School activities to support students

Sustainable Development: The Kerala Experience

Student

Kerala, India

Winter Break '19-'20

Was introduced to the economic and urban development trends in Kerala, and the environmental impacts of those trends. But most importantly, learned how individuals and organizations have attempted to create sustainable development. Was given the opportunity to interact with highly acclaimed sustainable development professionals, and learn about many innovative sustainable development techniques.

Might Earth – Better Than Biofuels Campaign

Volunteer Intern

Iowa City, IA

January 2019 – May 2019

- Global campaign organization that works to protect the environment by campaigning for the use of renewable energy
- Promoted and advocated the use of wind and solar energy
- Petitioned for signatures and advertised the goal of Might Earth within Iowa City
- Educated Iowa City community members about the issues and promote solutions