

**EDUCATION:**

---

**Associates of Science in Respiratory Therapy** **2017**  
*East Los Angeles College* | Monterey Park, CA

**Getting Started as a Project Manager** **2024**  
*LinkedIn* | Online

**RELEVANT EXPERIENCE:**

---

**Communications Manager | *Solidarity NPO* | Fullerton, CA** **2021-Present**

- Implement and integrate teams into Notion for productive meetings, organization, project management, and more
- Manage the communication team to ensure external, internal and neighborhood communication is occurring
- Manage, oversee, enforce and build new strategies for all social media platforms
- Organize all volunteers, business sponsors, staff members and promotional content as an Event Coordinator
- Build key performance indicators with assistance from the Chief Operations Officer
- Lead strategies for neighborhood involvement, financial partners, and internal communication among staff

**Branding & Marketing Strategist | *Solidarity NPO* | Fullerton, CA** **2021-Present**

- Work with the content creation coordinator to build stories for blog posts, newsletters, and social media
- Implement new attraction, conversion, and retention strategies to build new partnership pipelines, increase number of emails and followers
- Lead a re-branding task force to improve and clarify the mission, vision, and values of the organization
- Create visual materials to reinforce the organizational branding through videos (example: volunteer recruitment video, branding video, flyers etc.)

**Website Development | *Solidarity NPO* | Fullerton, CA** **2021-Present**

- Redesign website with new visual branding
- Implement storytelling through visual, text, and organization
- Introduce an easy-to-use website for target audiences
- Manage and update the organization's website to add new pages for the directors or feature promotional ads for upcoming events

**Workforce Development Coordinator | *Solidarity NPO* | Fullerton, CA** **2021-Present**

- Build business networks by researching and developing strategies for fundraising and partnerships
- Create a 6 week curriculum for the Workforce Development Program
- Teach and lead classes on youth empowerment through the curriculum, worksheets, and activities to promote job preparedness among youth in under- resourced communities
- Coordinate, train, and equip all volunteers and mentors for the program

**New Employee Onboarding | *Rowntree Gardens* | Stanton, CA** **2018-2020**

- Screened resumes, interviewed and assessed candidates (by phone or in person), followed up with references, and evaluated background checks in order to make recommendations for hire (or not hire)
- Created an application tracking system to follow candidates through the application process
- Developed an employee database to manage applicants
- Completed a weekly report on employment activity in order to identify needs within the organization
- Coordinated and scheduled interviews between hiring managers and applicants

**Retention Specialist | *Rowntree Gardens* | Stanton, CA** **2018-2020**

- Created a tracking system and retention timeline for each employee
- Built and ran programs to help the new hires feel welcomed, which included follow up interviews, courtesy take home meals, and other various programs
- Offered opportunities for new hires to connect over lunch in order to continue relationships and build connections within the organization

- Followed up with candidates and hiring managers to obtain feedback regarding the recruiting process
- Developed relationship with internal and external clients to ensure achievement of staffing goals
- Conducted exit interviews with terminating employees to evaluate reasons for termination and identify areas of improvement within the organization
- Continued to grow and develop in the field through reading professional literature, as well as attending workshops authorized by Director of Human Resources

#### OTHER WORK EXPERIENCE:

- 
- Website Developer** | *Freelance* | Los Angeles County and Orange County, CA **2021-Present**
- Facilitate meetings with Executive Directors and marketing teams to explore their vision, requirements, and aspirations for the website.
  - Send notes of meetings for each client, confirming the details discussed and establishing agreements
  - Chart out a game plan, establish a timeline and define a clear course of action for the seamless development of the website.
  - Utilize Squarespace and Wix to craft and bring to life the envisioned website
- Recruiter** | *Solidarity NPO* | Fullerton, CA **2021-Present**
- Meet with the directors and hiring managers to understand how their volunteers and interns are doing as well as establish staffing needs
  - Oversee full cycle of recruitment process for each candidate who applies
  - Promote, strategize, filter, and connect with new candidates for volunteer, intern, and new staffing opportunities
  - Built out a process for recruitment, onboarding, and retention, as there was no prior process
  - Process each approved volunteer and intern background checks
  - Lead orientation for new hire employees, volunteer staff, and student interns
  - Plan and coordinate appreciation events to thank the volunteers and interns for serving the community
  - Establish new avenues of partnerships to ensure a constant flow of new candidates
- Recruiter** | *Rowntree Gardens* | Stanton, CA **2018-2020**
- Partnered with the hiring manager to identify staffing needs and possible employment opportunities
  - Built relationships with colleges, vocational schools, nursing programs, community centers, and organizations to create partnerships for recruiting potential employees
  - Served as an expert for recruiting candidates within the community to identify and attract quality candidates
  - Connected with potential employees/applicants to establish a relationship and determine adequate fit for the organization. Explained the vision of Rowntree Gardens to various organizations and candidates
  - Set up booths and tables at college and job fair events to share the name of Rowntree Gardens and increase the number of applicants
  - Spoke at schools and programs to bring awareness to Rowntree Gardens and the opportunities it offers
- Social Media Coordinator** | *Rowntree Gardens* | Stanton, CA **2018-2020**
- Published content on social media
  - Photographed and videographed events within the organization
  - Managed the photography and videography employees for events and projects
- Bagger** | *Chick-fil-a* | City of Industry, CA **2016-2018**
- Verified and fulfilled orders for drive thru and dine in guests in a timely manner
  - Operated the drive thru line by managing orders, making beverages, desserts, and receiving payment
  - Served dining guests to increase satisfaction and dining experience
  - Communicated with guests to address needs and concerns, as well as answered questions regarding the menu
- Barista** | *Teabrick* | Monterey Park, CA **2013-2016**
- Created beverages and food for guests, while managing multiple orders at once
  - Received orders, answered questions regarding the menu and provided recommendations based on experience, as well as delivered food and beverages to customers at their table
  - Restocked and evaluated inventory to ensure adequate supply; communicated shortage or sufficient supply to the manager for ordering purposes

## LEADERSHIP | MANAGEMENT EXPERIENCES:

---

<b>Love Fullerton Serve Day Leader</b>   <i>OC United</i>   Fullerton, CA	2019-Present
<b>Lifegroup Leader</b>   <i>Antioch Community Church</i>   Fullerton, CA	2015-Present
<b>Tijuana Ministry Leader</b>   <i>Antioch Community Church</i>   Tijuana, Mexico	2015-2018
<b>Youth and Children's Ministry Leader</b>   <i>Antioch Community Church</i>   Fullerton, CA	2014-2019
<b>Judo Instructor, Sensei</b>   <i>City of Industry Sheriff's Youth Activities League</i>   City of Industry, CA	2011-2017
<b>Volleyball Coach</b>   <i>Tigers Volleyball</i>   Monterey Park, CA	2012-2014
<b>High School Leader</b>   <i>Evergreen SGV</i>   Avocado Heights, CA	2012-2014
<b>Vacation Bible School Tent Leader</b>   <i>Evergreen SGV</i>   Avocado Heights, CA	2007-2014
<b>Team Leader</b>   <i>APU Mexico Outreach</i>   Mexicali, Mexico	2011-2012