

Anyela Guzman, BA

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PROFESSIONAL EXPERIENCE

Buffalo Exchange, San Francisco, CA

2022 - 2022

Buyer Associate

Responsible for researching the latest trends to create profitable inventory for the store as a buyer. Flexible to assist and perform any given task that is required to help the performance of the store at any given moment. Ability to connect and provide excellent customer service by being responsive and personable.

- Provided clear direction and caring assistance to customers on the sales floor.
- Effectively communicated and answered questions to sellers at the buy counter about our buying policies.
- Fostered good relationships with coworkers and customers by providing support and solutions.

The Presidio Trust Natural Resources, San Francisco, CA

2022 - 2022

Ecological Restoration Fellow

Managed multiple projects pertaining to restoration efforts utilizing gardening practices, wildlife conservation, data collection and nursery work. Endured all weather conditions and physical requirements to ensure project completion within deadlines. Fostered community by facilitating special presentations integrated within volunteer programs.

- Advance knowledge and learning ability of 100+ plant and wildlife identification.
- Excellent tool stewardship performance of 30+ hand and power tools used for restoration projects.
- Led education on tool safety, and important restoration topics for volunteers during programs.
- Documented native vegetation growth utilizing monitoring procedures, and data collection.

Independent Options, Riverside, CA

2021 - 2022

Caregiver

Performed courteous and attentive care to six clients with disabilities to ensure successful caregiving implementation. Provided a multitude of tasks such as medication passing, data entry, coordinating activities, meal plans and sanitation care. Fostered trusting relationships with clients by consistently checking in, and providing them assistances.

- Managed interpersonal activities such as games, arts and crafts to nurture creativity and education for clients.
- Delivered professional medical, emotional and nutritional care for the physical well being of clients.

- Responsible for maintaining daily communication with stakeholders such as nurses, doctors, and staff through emails and phone calls.

The Sierra Club, Redlands, CA

2019 – 2020

Environmental Justice Intern

Devised multiple environmental action opportunities to improve air quality within the communities of the Inland Empire. Cultivated deep connections with multiple residents of the Inland Empire to inspire action and create organizational movement. Delivered public outreach efforts, research reports and action plans with success.

- Organized workshops for hundreds of students to empower and train on actionable items to promote change within local government.
- Solely led a team of organizations, students and community members in curating a successful city wide climate strike for the city of Redlands, California.
- Participated in lobbying and advocating for the Regenerate California Campaign to government officials.

University of Redlands Sustainability Farm, Redlands, CA

2019 – 2020

Farm Gardener

Worked within a team to sustainably manage, maintain and generate profit on a farm. Provided professional support in all aspects of farm production such as: propagating, composting, planting, irrigating, and weeding. Mastered gardening at a micro and macro scale for growing vineyards, orchards, herbs, berries, fruits, vegetables and native plants

- Ability to use 30+ hand and power tools for creating and maintaining various garden types.
- Advance knowledge of various garden practices, planting/harvesting schedules, and specialized plant care.
- Lead community volunteer groups on tool safety, and gardening operations to support the farm.
- Delegated sales and donations of produce from the farm with local buyers and food banks.

University of Redlands Department of Performing Arts, Redlands, CA

2016 - 2018

Office Assistant

Under direction of the Office Administrator, I performed multiple administrative projects and tasks. I answered calls and emails for the University of Redlands Department of Performing Arts as well as welcomed visitors, students and staff. Created flyers, spreadsheets, as well as copy orders for students and staff.

- Utilized advanced microsoft suite knowledge to create spreadsheets, reports and flyers for students and staff.
- Fostered good relationships with students, and staff by providing a positive attitude when assisting them with department protocols and/or providing them with resources.
- Maintained organization for staff mailboxes, copy orders, files and the presentation of the front desk.

EDUCATION

Bachelor in Water Resources, Policy, and Communications
Johnston College for Integrative Studies, University of Redlands, April 2020

LANGUAGES

English, Native

Spanish, Bilingual

SOFTWARE

- Expert - Adobe Suite to create zines, pamphlets, project and event posters.
- Expert - Microsoft Suite to write extensive reports, organize and give images to data.