

Glenda Guzman

SAGE Scholar

Education

- ♦ Bachelors of Arts in Political Science, May 2010
University of California, Berkeley
- GPA: 3.9 while working

Summary of Qualifications

- ♦ Bilingual: fluent in written and spoken Spanish and English
- ♦ Trained on resume writing, interviewing techniques
- ♦ Intensive mentoring, coaching, networking, and community building training and experiences with progressive organizations in Washington DC
- ♦ Experienced in running meetings and planning events.
- ♦ Access, EasyProject proposal database and OneNote database software

Skills

Writing/Editing/Language

- ♦ English/Spanish Translator
- ♦ Collaborated on team-based environmentally-friendly policy and business proposal for ATHGO (Alliance Toward Harnessing Global Opportunities)
- ♦ Wrote report summary to Ford Foundation for an awarded proposal
- ♦ Summarized final grant reports and proposals
- ♦ Tutor underprivileged children in English and math

Leadership/Problem-Solving

- ♦ Lobby for student issues/concerns to local and national political leaders
- ♦ Oversee the execution of annual yard sales, food/toy drives, holiday events, and fundraising auctions
- ♦ Direct and supervise the formulation of youth sports and social activities
- ♦ Coordinate monthly blood drives for Red Cross
- ♦ Mentor abused children 20-hours per month

Research

- ♦ Review and summarize immigration and refugee laws and naturalization proceedings for IIBA (International Institute of the Bay Area)
- ♦ Identify and evaluate prospective funding organizations
- ♦ Clarify questions regarding state employment laws/regulations for job seekers and students
- ♦ Evaluate attendance for preparation of reports

Organization/Administration

- ♦ Manage online project database
- ♦ Assist in the preparation of legal clinics and assemble immigration documentation
- ♦ Provide Information and make referrals to various government offices, websites, and individuals

Activities

- ♦ SAGE Scholar
- ♦ Cal-In-The Capital Intern
- ♦ Center for Progressive Leadership New Leaders Intern
- ♦ Senator & Public Welfare Committee Chair at Pierce College
- ♦ VP of the International Students Club at Pierce College
- ♦ Guadalupe Community Center Volunteer, Canoga Park, CA
- ♦ Haven Hills Center Volunteer, Canoga Park, CA
- ♦

Employment History

- ♦ Economic Policy Institute Intern, Washington, DC Jun. 2009 - Aug. 2009
- ♦ Bilingual Receptionist: International Institute of the Bay Area, Oakland, CA Jan. 2009 - May 2009
- ♦ Student Assistant: Economic and Resources Dept., UC Berkeley, CA Sept. 2008 - May 2009
- ♦ Student Worker: LA Pierce College Job & Housing, Woodland Hills, CA Dec. 2006 - Jun. 2008